

F R E E H I L L  
H O L L I N G D A L E  
& P A G E

TO WHOM IT MAY CONCERN,

Victoria Kent worked within the Desktop Publishing unit of Freehill Hollingdale & Page from 16 March 1994 until 31 August 1994.

This position required Victoria to produce materials such as brochures, seminar papers, newsletters, overhead transparencies, flyers, flowcharts and tables, slides and visuals for computer generated presentations. The range of software programs included Pagemaker 5, CorelDraw5, ABC Flowcharter, Persuasion, Microsoft Word and Excel in which Victoria demonstrated strong capabilities.

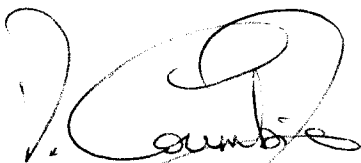
The Desktop Publishing unit is a very busy area servicing in excess of 100 people and Victoria was often required to respond to more than one request at a time from partners, solicitors and support staff . She showed an ability to prioritise these demands and to meet the deadlines which were set for these projects.

Victoria has shown an understanding of the principles behind a corporate identity system and successfully learned to apply the graphic standards specific to Freehills. Adherence to these guidelines is essential to the reinforcement of our branding and recognition in various markets.

She has a very bright and happy disposition which is important when dealing with a range of clients in any organisation. This is coupled with an enthusiasm and willingness to take on requests and ensure their completion.

I would be pleased to elaborate if further information is required.

Yours sincerely



**Vivienne Coumbis**  
**Marketing Manager**

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