

8/22/2016

Letter of Recommendation for Brianna Chu

I had the pleasure of hiring Brianna Chu for a summer internship at Clairbourn School in 2016, and I offer the following words of recommendation that describe the work she accomplished, her talents, and her valuable contributions. As the marketing director of the school, I needed help with a wide range of time-sensitive tasks that revolved around promoting the school's summer program and our main academic program. Brianna was able to hit the ground running from day one. Her assignments included:

- Photography & underwater photography
- Digitizing, reassembly, and online publishing of over 28 Yearbooks of 100 pages each
- Conceptualizing GIF-based animated ads for social media
- Photoshop work to create visual imagery used in ads and promotions
- Writing assignments and blog posts to promote our programs
- Development of Facebook quizzes for audience interaction and attraction
- Research of competing programs and schools
- Analysis of our customers and values and idea-generation for outreach and attraction
- Traditional Mandarin Chinese language translation work for our school brochures
- Organization and preparation of photo and video assets for digitizing

The pace of my department moves very quickly and is daily faced with mountains of work. I found that Brianna fit right in to the pace and workload. She proved to be useful and effective right away. She can handle new situations and complex jobs on tight deadlines. She is a self-starter and fast learner with the ability to figure out the need and accomplish the task at hand.

I found her to be an insightful thinker, a good problem-solver, and contributor of good ideas. Her work ethic is fabulous—she proved to be hard working and flexible. She did physical tasks as well as intellectual ones with the same good-natured approach. She has her own internal high standards for meeting deadlines and carrying out her responsibilities. She accomplished her tasks with a high-level of attention to detail and worked hard to make sure the end product is what I needed. Her daily priority was on how she could help her employer succeed and flourish.

Her other talents include a strong writing ability, quick turn-around times on assignments, strong visual instincts, and she is also very good at reading an audience to deliver an effective, resonant product. In her daily interactions with others on staff, I found her to be personable, friendly, and good with all ages. Her stellar educational background and life-experiences have equipped her for the modern world, and she has a rich understanding of global as well as local viewpoints.

Her computer skills are top-notch and her social-media awareness and trend knowledge is strong. She is also ready to share valuable points of view when asked or when appropriate. I would hire her again in a heartbeat!



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