

Sue McRae

NAATI accredited translator (NAATI No. 28572)

German ⇒ English

Translation from German

Alcatel – Lucent

Internship Reference

Ms Sylvie Claren, born 6 November 1961 in Froumban, completed an internship with us in the period from 22 February 2007 to 31 August 2007.

During her internship, Ms Claren worked at our Alcatel Lucent University in the Vocational Training Section of our HR Department.

During that period she was assigned the following tasks and duties:

- Managing applications from diploma candidates, interns, trainees, students and graduates
- Preparing and evaluating suitability tests for applicants
- Processing, creating and forwarding electronically and manually generated time cards
- Updating applicant statistics
- Booking hotel rooms for applicants
- Handling written correspondence using MS Word, Excel, Access and Persis
- Ordering office materials via our in-house M@RS tool
- Creating German and English qualification certificates based on templates
- Electronic correspondence with interns and in-house staff in English, French and German
- Involvement in the organisation of our Open Day 2007
- General secretarial tasks
- E-Learning MS Access

We were completely and utterly satisfied with Ms Claren's performance. She works independently, to a clear and well thought-out plan, and always comes up with sound solutions. Her good command of English and French made it much easier for us to communicate with our foreign students. In carrying out her work, Ms Claren always proceeded self-reliantly and with care and attention to detail. The behaviour of Ms Claren towards her superiors, supervisors and co-workers was impeccable at all times.

We would like to wish Ms Claren all the best for the future in both a professional and private sense.

Stuttgart, 31 August 2007

Alcatel-Lucent University
Vocational Training

[signed]

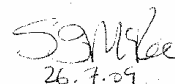
-Dr. Rihaczek-

Head of Vocational Training

[signed]

-Winkler-

Intern Supervision


26.7.09

Alcatel-Lucent Deutschland AG

[footer with company registration details, names of board members etc not translated]

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