

To Admissions Committee,

I have known Mark Jeremiah Robert for a year, during which he was a member of the Sheares Overseas Community Service Project 15/16 (OCSP) team. As a chairperson, I felt that his sincere and genuine disposition made him an invaluable member of my team. He is an incredibly hardworking and dedicated individual, always determined to accomplish what he sets out to do.

He was the overall-in-charge for the team's T-shirt Sales Fundraiser in Semester 2 of Academic Year (AY) 15/16. Some of his responsibilities included ensuring the approval of T-shirt designs, collating of orders from members of the NUS community, liaising with a vendor for T-shirt supply and printing, designing of advertising materials and managing of manpower. Due to many unfortunate delays along the way, the fundraiser would have almost been called off not for his doggedness and never-say-die attitude. As we had concurrent fundraisers, Mark took charge and spearheaded this fundraiser and in spite of manpower constraints, continued to work hard to ensure that the fundraiser was a success.

Mark had worked closely with our team designer to come out with the T-shirt designs, even picking up skills such as Adobe Photoshop along the way to contribute with the designs. He came up with the advertising materials and got the team to make use of social media hashtags and shares to garner publicity and interest for the fundraiser.

On the actual days of sales, Mark had managed the orders extremely well, through Google spreadsheet which provided teams at the two booths we had, an overview of the number of T-shirts based on colour and size available at each of the booths at any point of time. It also recorded the number of sales and monies received at that time. Such data dashboard proved useful when needing to transfer t-shirts from one booth to another due to depleted stocks or when needing to decide if more manpower was needed at a particular booth to boost sales. I was impressed with the initiative he took and his meticulous organisation. Under Mark's leadership, the fundraiser netted \$2,400.

As part of the team's service trip to Chiang Mai, Thailand, Mark was part of the sports sub-committee which was responsible for the execution of sports activities conducted for school children in On-Luai Village and streets kids in Chiang Mai City. His resourcefulness in getting logistics needed, enabled the activities to run smoothly which the kids thoroughly enjoyed.

Mark is a dependable member who always rises to the occasion. He puts in extra effort into his passions and does his best to help up and beyond his allocated responsibilities. I am positive that he is a suitable candidate for the NUS Overseas College (NOC) programme and has the qualities to be successful in his time at NOC. He has my strongest recommendation for the programme.

Please feel free to contact me with further questions at amandahsro@gmail.com.

Sincerely,

Ms Amanda Hsiung
Chairperson
Sheares OCSP 15/16
Sheares Hall, NUS

To Whom It May Concern,

I would like to recommend Mark Jeremiah Robert for admission to the NUS Overseas College (NOC) programme. I have known Mark for 3 years, having been his supervisor while he was serving his National Service (NS) in Singapore Police Force's (SPF) Police Technology Department (PTD) as an Assistant Planning Officer from 10 April 2013 – 4 February 2015. I vividly remember how Mark stood out from his peers in the department for his strong work ethics and ability to take on many different portfolios.

PTD is the Information and Communications Technology (ICT) staff authority for the whole of SPF. As an Assistant Planning Officer, Mark was quick to learn the various different and complex work processes. His job required him to understand project management and he was responsible for tracking project timelines and budget utilisation for reporting to senior management and Ministry of Home Affairs (MHA). He would be required to flag out project delays in the report and ensure that project managers provide adequate and clear justifications for the delays. Such conscientious tracking kept the project managers on their toes with minimal delays in project implementation during his stint here.

Mark was also an independent worker who required little supervision on tasks assigned to him. He was also resourceful and exercised self-initiative. One good example was when Mark took it upon himself to learn Microsoft Excel and created a project milestone tracker in Excel that flagged out delayed milestones for presentation during staff meetings. Subsequently, this project milestone tracker was even sought after by other departments in SPF, one of which was SPF's Planning & Organisation (P&O) unit which is the staff authority for planning in SPF HQ.

Mark also had a pleasant personality and was well-liked by his colleagues in the department. He would share knowledge and lend a helping hand even when it went beyond his job scope.

Mark was outstanding and a great asset when he was serving his NS at PTD. He had shown great maturity and responsibility while carrying out his duties. For this, he was the only PTD NS officer in his cohort to be awarded the highest grade in his Certificate of Service. I am confident that he will excel in the NOC programme as his experience in PTD and good interpersonal skills have put him in good stead. I highly recommend him for the programme and I would be willing to share more with the admission panel should it be required. I may be contacted at [loke kok beng@yahoo.com.sg](mailto:loke_kok_beng@yahoo.com.sg) or +65 9111 5289.

Yours faithfully,

Loke Kok Beng (Mr)

Deputy Superintendent of Police

Planning Officer

Police Technology Department, Singapore Police Force

To Whom It May Concern

I am pleased to write this letter of recommendation for Mark Jeremiah Robert, who is seeking admission to the NUS Overseas Colleges (NOC) programme. Mark had interned for two months during the winter break (Dec 2016 – Jan 2017) at BonAppetour, of which I am the Chief Operations Officer (COO) and co-founder. BonAppetour is a community marketplace that offers unique dining experiences for travellers around the world.

Despite coming from a technical background, Mark proved that he was a quick learner and adaptable by fulfilling the responsibilities of digital marketing and business development at the time where the company had just pivoted.

Throughout his time in BonAppetour, Mark has continuously proved his worth as an individual. Besides being a joy to brainstorm new ideas with, Mark is a take-charge person who is able to execute those ideas and present them. Mark was the product manager for a successful product line that we launched in January 2017. He had developed the full life cycle of the product from ideation, marketing, designing of collaterals, negotiation with suppliers and sales through to post-sales feedback from customers. Mark's resourcefulness was instrumental in the company partnering with Actually.SG to provide venue support, not only for his product, but for the company at large. Throughout this entire process, he required minimal supervision and performed beyond expectations.

Mark is never short of ideas and takes the initiative to test out new strategies. One such example is the creation of social media groups to target specific customers in our markets in Rome. He was managing the group and pushed out engaging content as a form of content marketing. This allowed the company to gain new leads for our product and is one of the main avenues the company uses to push out new product launches. He is also not afraid to share his concerns on strategies and product fit and that has enabled him to move forward with his work.

Mark also enjoys taking on new initiatives to utilise his technical knowledge in his role. He helped created a dashboard and reporting system which allowed all the other product managers to see the progress and effectiveness of different sales strategies thus saving valuable time. He was very eager to learn and share his knowledge with his colleagues.

I feel that his ability to adapt to new roles and learn new skills fast makes it very easy for us to let Mark take great responsibilities in our startup. Having been on the NOC programme myself, I feel Mark will bring great values to whichever company he will intern in. More than anything, I find Mark as one of those rare individuals who possess a strong drive, and I can see him making good use of his NOC experience to better equip himself to achieve his entrepreneurial endeavours. I am more than happy to share with the panel on Mark's qualities and can be contacted at +6591034688 or inez@bonappetour.com.

Best Regards,
Inez Wihardjo
Chief Operations Officer (COO) & Co-Founder
BonAppetour