



GL EVENTS

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Letter of Reference

Mr. Quentin Dumont, born on August 22, 1990 and a citizen of France, was employed in our division as a Project Management Officer from February 20th until May 31st, 2017.

Mr. Dumont's main duties and responsibilities were as follows:

- Project Scoping & Planning: Definition of project business cases; Project planning including resource allocation and timings.
- Quality Management and Auditing: Analysis and implementation of standard procedures, tools and documentations to improve project workflows, eliminate waste and to take corrective actions.
- Reporting & Documentation: Creation and maintenance of operational and financial reports, forecast alerts and risk monitoring.
- Training: Training and guidance for team members in usage of developed tools and standard procedures.

Mr. Dumont demonstrated well-rounded expertise and the required amount of experience in his area of responsibility. He successfully applied himself to new duties and used the knowledge he acquired with outstanding results. His performance exceeded our expectations in every respect.

Mr. Dumont demonstrated remarkable initiative and commitment to his area of responsibility. To remain abreast of all the latest developments, he undertook further training on his own initiative and introduced useful new ideas into the company. In the event of change in the organization, he adopted a proactive and committed approach. Even when working under pressure or faced with challenging situations, he was capable of adapting immediately to changes in circumstances and remained remarkably calm and assured.

He presented his views clearly and compellingly and was able to assert himself effortlessly. Highly perceptive in evaluating the scope and consequences of his actions, he was always careful when weighing up the related risks and opportunities. When it came to making decisions, he exercises tremendous autonomy and foresightedness, blended with in-depth knowledge; he also assumed full responsibility for the outcome. He was timely in putting them into practice, and was careful to provide those affected with the information they needed.

Mr. Dumont had a wealth of specific ideas for improvements and he was proactive and creative when working on innovation and reform. Quick to identify problems in his area of responsibility, he was very effective at resolving them. He manifested a marked sensitivity to business and cross-functional aspects. It was important for him to align his outlook and his actions systematically with the goals of the entire company. The way he coordinated tasks and projects was highly rational, flexible and goal oriented. He always paid close attention to the requisite quality and quantity parameters.

His approach to the conducts of meetings was well structured, efficient and result oriented; he remained focused on the essentials and on the practicability of the proposals. In the performance of his duties, he always adhered to internal quality standards, applied them correctly and drew others' attention to them. He was very skilful at passing on his knowledge and know-how.

By cultivating and making intensive use of his networks of contacts, he was very successful when tackling challenging issues in his area of responsibility. Mr Dumont communicated in a timely, clear and comprehensive manner, paying due attention to the various interests of his addressees, their need for information and their situation. In terms of verbal and writing skills, he demonstrated tremendous adroitness when tailoring his communications to his addressees.

With his good negotiating skills, he was capable of developing appropriate solutions that were acceptable to all parties, no matter how tense the situation was. He welcomed other opinions and well-founded criticism; he was a good listener and readily appreciated other people's needs.

Mr. Dumont systematically analysed his performance and made a point of acquiring feedback from others to improve his own professionalism. He was an exemplary team player, presented his views with immense cogency and clarity, and was a keen participant in discussions of a professional nature. He had a well-developed sense of self-confidence and a compelling, credible presence. Management, staff and customers alike appreciated his greatly and held him in high esteem. We came to know Mr. Dumont as an exceptionally valuable employee who exhibited unequivocal devotion to his duties and to the interests of the company.

Mr Dumont is leaving our company on May 31, 2017 at his own request to take on a new professional challenge. We greatly regret his departure and would be delighted to welcome him back as an employee. We wish him every success in his future endeavours.

Operations Department – GL events

Mitry-Mory, May 22, 2017

Adrien DEMENGEL

Operations Director – Paris Area.

A handwritten signature in blue ink, appearing to read 'Adrien Demengel', with a stylized flourish at the end.