



U SCIENCE TECH
FACULTAT DE CIÈNCIES
I TECNOLOGIA
UVIC-UCC

UST Faculty, UVic-UCC
C/ de la Laura, 13
08500 Vic
Barcelona
Spain

11th July 2017

To whom it may concern

I am writing to recommend Guilherme Manuel Monteiro Ferreira Da Silva, an undergraduate Public Relations student from Universitário da Maia in Porto (Portugal), for work or further study in his chosen area of specialisation.

Guilherme undertook an Erasmus traineeship at the International Relations Office of the Faculty of Science and Technology at UVic-UCC in Catalonia, Spain, from January to June 2017. During his traineeship I would say that Guilherme took on far more than was expected of him. His tasks included the following: *design of promotional brochures, flyers and posters; creation and management of databases; overall help with faculty events; International Unit branding and exteriorization; general office work, translations and taking care of international relations stakeholders (related services and faculties, students, lecturers, administrative staff).*

Guilherme is an exceptionally motivated student, very positive and a great communicator. He fitted into faculty life immediately, worked hard and in several different areas, right from the start of his traineeship. He showed incredible autonomy and initiative, often taking on tasks with little or no help, such as the redesign of the International Relations blog and promoting International Relations at the faculty Open Day. Guilherme has a good command of several languages (Portuguese, Spanish, French, German) and came with an advanced level of English, which by the end of his stay became proficient. He used mainly English and sometimes Spanish to communicate at work. Guilherme was well-organised, focused and a great team member. He was very receptive to others and was able to reflect constructively on his own work, taking into consideration other people's opinions and recommendations and making adjustments accordingly. For all these reasons, I have no hesitation in recommending him very highly.

Yours sincerely,

Sarah Khan PhD
International Relations Coordinator
Faculty of Science and Technology
UVic-UCC
sarah.khan@uvic.cat
Tel: +34 93 881 3105