



Institute on  
Governance

LEADING EXPERTISE

Institut sur  
la gouvernance

EXPERTISE DE POINTE

August 12<sup>th</sup>, 2014

To Whom It May Concern,

I was Iris' direct supervisor during her internship at the Institute on Governance. While she was here she was responsible for updating our CRM database and, through the use of a variety of programs, making it user-friendly and accessible.

I can't say enough good things about Iris' performance at work. She quickly learned how to use our software and she excelled at the tasks she was asked to perform. She has the ability to anticipate problems and solve them on her own or with minimal assistance. She was able to see the big picture of what she was to accomplish, and she quickly became highly competent, forward-thinking, and in control of her subject area. If she had stayed longer at the Institute on Governance before leaving for University, I have no doubt that she would have made even more of a positive impact here.

On a personal level, Iris is a delight to work with. In my experience she is friendly, punctual, hard working and responsible. When we would discuss the CRM, she would offer creative solutions to difficult problems. In every sense, she seems to be a capable and amiable person, and one that I would want on my team.

Please consider this my full recommendation of Iris Wen, and don't hesitate to contact me if you would like any more information.

Sincerely,

Lisa Levesque

Learning Lab Coordinator  
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