



SEC

Social Enterprise for
Canada

July 19, 2016
RE: Tiffany Lin

Letter of Reference

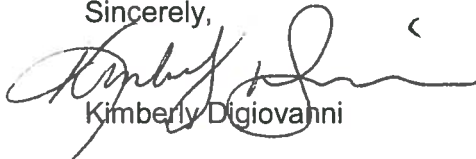
To Whom It May Concern:

It is my pleasure to recommend Tiffany Lin as an addition to your staff team. Tiffany has been with Social Enterprise for Canada organization since October 2013, where she started as a Receptionist at the Welcome Centre Newmarket location.

Within a years' time Tiffany was quickly recognized for her contributions and promoted to Administrative Assistant for the Centre. In this capacity we continue to see excellence in her work habits and reliability in carrying out all task assignments. She earns the unfailing respect and trust of her colleagues and clients due to her uncompromising fairness and decency. She is careful to display an ethical business conduct and is diligent in keeping promises and honoring her commitments.

We are fortunate to have Tiffany as a member of our staff team and without hesitation feel you would find her to be a valuable asset as well. Do feel free to contact me with any additional questions or inquiries you may have.

Sincerely,



Kimberly Digiovanni

Human Resources-Governance Administration
Social Enterprise for Canada
289-470-5325
kimberly.digiovanni@socialenterprise.ca

To Whom It May Concern:

This letter is my personal recommendation for Tiffany Lin. I have been Tiffany's immediate supervisor for 3.5 years. In her position as an Administrative Assistant of the Newmarket Welcome Centre, Tiffany did an excellent job in this position and was an asset to our organization during her tenure with the office.

She has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done. I found her to be consistently pleasant, tackling all assignments with dedication and a smile. I have seen many examples of her talent and have long been impressed by her diligence and work ethic.

Besides being a joy to work with, Tiffany is a take-charge person who is able to present creative ideas and communicate the benefits. She has successfully developed several procedures and conducted staff training plans for our organization that have resulted in increased customer service and quality control. During her tenure, we saw clear communication among the Metrix management system and program implementation. The organised communication and implementation of procedures were a direct result of the plans implemented by Tiffany.

Though she was an asset to our centre efforts, Tiffany was also extraordinarily helpful in other areas of the company. In addition to the above, Tiffany assumed a leadership role in meetings, inspiring and motivating other employees. She also effectively scheduled and managed several staff from other programs to maintain efficient office operations.

Tiffany was always willing to offer her assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other community organizations. She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue. Please let me know if you have any further questions.

Sincerely,

Arunthathy.R

Supervisor

E-mail: arunthathyr@gmail.com

Cell: [647-217-0320](tel:647-217-0320)

July 14, 2016

Re: Tiffany Lin

To Whom It May Concern,

Please accept this letter of recommendation for Tiffany Lin. My name is Crystal Harper, Receptionist at the Welcome Centre Immigrant Services, Newmarket. Tiffany and I have worked together for approximately one year but, Tiffany has been with the organization for almost three years.

Working with Tiffany is quite a pleasure. She is punctual with an exemplary attendance record. She has strong communication skills both written and verbal and is very knowledgeable. The organization in which we work brings to us, on a daily basis, several people from all walks of life. Tiffany shows great professionalism with strong customer service skills in order to deal with each client efficiently.

Tiffany would be an asset to your organization. I am sure that she will grow even more and do a great job in your training program.

If you have any further questions please do not hesitate to contact me.

Sincerely,

Crystal Harper, Receptionist
Welcome Centre Immigrant Services – Newmarket
16655 Yonge St, Unit #26
Newmarket, ON
L3X 1V6
Direct Phone: 289-841-3032

Reference Letter for Tiffany (Szu Chin) Lin

Min Zeng
6 Crimson Ridge Road,
Barrie, ON, L4N 8P2

July 15, 2016

To whom this may concern,

I am writing this reference letter for Tiffany Lin to support her application for Snowboard Instructor.

I have known Tiffany since 2013 at work in the Newmarket Welcome Centre Immigrant Services. I have always been impressed by Tiffany's ability to work very effectively with colleagues and clients of diverse culture and background; she is such a smart, caring, friendly, kind, patient, helpful, outgoing, responsible, respectful and enthusiastic young lady. Colleagues and clients can always trust her in whatever she does. In addition, Tiffany is a very creative solution provider to problems and she is very capable of dealing with difficult and demanding clients/situations.

Tiffany Lin loves outdoors and she is extremely passionate about snowboarding. Tiffany has strong interpersonal skills, she works well with people of different age. Her excellent language skills in English and Mandarin will be great in helping many Chinese newcomers learn and enjoy this new sport. Many of the recent immigrants have never tried snowboarding, they can become any ski resorts' potential customers. Tiffany's working experience with people of diverse culture and background is definitely a strong asset. Furthermore, she is an energetic and positive individual; Tiffany Lin is truly a fun person to work with. I would highly recommend her as an employee in any Ski Resort.

Please feel free to contact me at minzengca@gmail.com should you need more information about Tiffany Lin.

Sincerely Yours,

Min Zeng