

Sean howley
676 Church Rd
Yardley
Birmingham
England
B33 8ES

To Whom It May Concern,

Aleksandra Zawadka was employed as a Project Manager with IMI Norgren Ltd in Lichfield, from October 2010 for 6 months, as part of her IMI Global Graduate Training Program

During her 6 months placement, she became an integral part of the team, and worked well with people at all levels of the business.

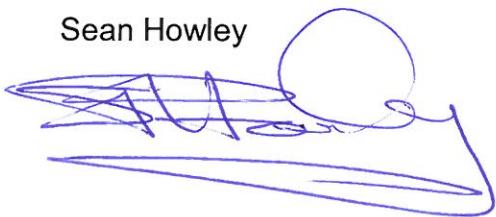
During her project Aleksandra used a variety of Continuous Improvement / Lean tools ,to establish optimum material flow and workplace layouts, which has resulted in a reduced workplace footprint and improved ergonomics..

She successfully implemented a kanban and supermarket system, for replenishment of components and played a major part in promoting our supplier rating to grade A, for this particular customer.

Aleksandra was an enthusiastic, reliable person who worked well either as part of a team or individually

Your sincerely,

Sean Howley

A handwritten signature in blue ink, appearing to be "Sean Howley". The signature is somewhat abstract and fluid, with a large loop at the top and several intersecting lines below it.

April 25, 2013

Re: Recommendation for Aleksandra Zawadka,

To whom it may concern,

I have had the privilege of leading and working with Aleksandra during my expatriate assignment in Switzerland as Managing Director. Aleksandra worked on the Supply Chain Team as a Team Lead. During my tenure, she demonstrated operational excellence in her ability to drive operational improvements generating improved profitability. She changed the nature of existing relationships with suppliers to one of supply chain partners. Aleksandra has the benefit of a strong technical knowledge combined with business acumen. She delivered results as committed.

Aleksandra is also a leader. She encouraged her team to strive for excellence. She was respected by her colleagues and was an integral part of the team. She is confident, adapts to a changing environment and found innovative solutions to obstacles. She demonstrated strength at times when the business was seriously challenged. Aleksandra would be an asset to any organization having the privilege of having her as a member of their team.

I would be happy to extend this recommendation in conversation. Please feel free to contact me at +1-647-824-9473.

With Best Regards,



Lorraine Wiseman, B.B.E., CMA, M.B.A.
President and CEO
Leading the Wise Way

(Former Managing Director CCI AG)

Emmanuel Rizzi,
Head of Operations, IMI Nuclear/Division of CCI AG
Itaslenstrasse 9,
CH- 8362 Balterswil
+41 (0) 79399 21 91
ERizzi@iminuclear.com

25 April 2013, Balterswil

Dear Sir or Madam,

I am pleased to write my letter of recommendation for Aleksandra Zawadka. I have known her for the past year while she was working as Operations Team Leader in Procurement Department and as a member of the project team I was managing. Among her responsibilities she was running procurement activities in various projects on safety equipment for nuclear power plants. This group of products is critical to the business, with a value of several M USD representing 60 % of the business Sales and 85 % of the total GM.

Aleksandra had significant impact on process improvements, budget savings and also building good spirit within the team. She directly participated to the very good results of the project team which was able, in 2012, to double OTD and increase GM of several hundred thousand CHF. Her ability to lead and execute were a great help in driving projects forward.

She is a very well-organized, engaged and extremely committed person. As a team member, I really appreciated her positive and "solution finding" behavior, as well as her availability to help her co-workers. Aleksandra has excellent analytical skills, able to grab big picture when focusing on details. She is also an extremely quick learning person, able to rapidly perform in new topics where she doesn't necessarily have a significant experience.

Let me give you examples of her performance:

- Aleksandra was not afraid of questioning status quo and drive forward necessary changes. When she joined Purchasing department, our business unit had one major supplier for nearly all manufactured parts. She immediately pointed out risks and insisted on introducing new competitive supplier to change this monopolistic situation. Introduction of a new supplier has brought us a real negotiation capacity on prices, as well as on delivery dates. On the following 2 projects, we were able to reduce the assembly time of 1/3 because of better delivery dates and made original supplier decrease prices by 10%.
- She was constantly taking additional responsibilities, out of her job scope, e.g. helped stock department to control stock levels. She also worked with the quality department in order to use as much as possible exceeding raw material remaining from previous projects. She initiated and drove forward the establishment of a new ordering process between CCI and suppliers, which was followed by an astonishing success. The new process strongly improved our capacity of keeping the ordering and receiving of parts under control. It enabled to seriously reduce stock and enabled savings of several hundred of thousand CHF!
- Aleksandra has always been very cooperative and got along well with her co-workers. She cared about them and treated them with respect. She always offered her help and spent time working together to solve a problem or achieve a project goal. Her passion and dedication played a major role in building team spirit and keeping good atmosphere at work.

Following this one year experience, I can only strongly recommend her. Personally, I would re-employ her without hesitation in my team. I strongly believe that she has a real leadership potential.

If you have any further questions regarding Aleksandra's ability or this recommendation, please do not hesitate to contact me using the information on this letterhead.

Best Regards,

Emmanuel Rizzi



22-Apr-2013

To Whom It May Concern,

Please accept this letter as my personal recommendation for Aleksandra Zawadka. Aleksandra was a member of my Chinese and Korean localization project team during 2011 acting as procurement lead. In her position, she demonstrated the initiative to recognize and address both communication and motivational deficiencies within the global (Asian, Swiss, American) project team. Being remotely located, I was struggling to achieve progress until Aleksandra essentially assumed a project coordinator role to drive the project forward. Without her dedication, unwillingness to accept apathy from team members as well as leadership skills, we would have been unable to achieve our project goals.

During her time on my team, Aleksandra demonstrated a multitude of talents. Some of these were excellent written and verbal communication skills and assisting in team motivation and cohesiveness. Additionally, she was extremely task oriented and stood out among her peers with a willingness to contribute the necessary workload to complete tasks per their deadlines.

Aleksandra also exhibited the utmost professionalism during her interactions with both internal colleagues and external customers and vendors. She faced some very challenging situations, particularly when dealing with certain Asian vendors. She handled those situations with the appropriate amount of caution and professionalism. As a result, we were able to work through the complicated interactions and deliver on our objectives.

In addition to the attributes described above, I can confidently state that Aleksandra's drive, work-ethic and flexibility make her a fantastic asset to any organization in a multitude of potential roles.

Sincerely,



Carl Prather

+1 (205) 377.0447



8058 Zurich-Airport, November 30, 2014

Letter of reference

Aleksandra Zawadka, born on November 3, 1985 and a citizen of Poland, was employed by our company from September 16, 2013 until November 30, 2014.

Aleksandra Zawadka continued to work as a Purchaser in the C&E Component Service unit within the department Component Services of SR Technics Switzerland Ltd. In August 2014 she was transferred to the Sourcing unit.

Aleksandra Zawadka's main duties and responsibilities were as follows:

- Establish source of supply, negotiate price, delivery date, quality and other necessary commitments based upon authorized requisition
- Ensure compliance with company policies and federal regulations
- Provide guidance and information to requester, including communication of procurement actions and assisting with special or complex requirements
- Maintain procedures to assure follow-up and administration of purchase order and subcontract files
- Coordinate requisition requirements with requester
- Contact suppliers, secures bids and places orders
- Assist with the reviewing of documents and selection of most suitable supplier for the stated purchase
- Provide pricing in support of Business Development efforts
- Maintain procurement records and recommend procedural changes to improve procurement results
- Support the goals and objectives of the company as a part of a work group or team member
- Negotiate and settle with suppliers regarding damage claims, rejections, losses, return of materials, over shipments and cancellations.

Special Tasks:

- Successfully managed company-wide system clean up projects and efforts

Aleksandra Zawadka demonstrated proven expertise and extensive experience in her area of responsibility and to some extent in related fields. She successfully applied herself to new duties and used the knowledge she acquired with very good results. In terms of quality and scope, she met the specifications in every respect. We were very satisfied with her performance.

Aleksandra Zawadka demonstrated outstanding initiative and remarkable commitment to her area of responsibility. To remain abreast of all the latest developments, she undertook further training on her own initiative and introduced useful new ideas into the company. Even when working under pressure or faced with challenging situations, she was capable of adapting easily to changes in circumstances and remained commendably calm and assured. Aleksandra Zawadka had a wealth of specific ideas for improvements and she was proactive and creative when working on innovation and reform. Her tasks and projects were always well prepared, logically arranged and well planned. In the performance of her duties, she adhered to internal quality standards and applied them correctly.

Aleksandra Zawadka was always eager to help and never hesitant to take on a project or task to help the team efforts. She has a take charge approach.

By ensuring that customers needs and concerns were met, she demonstrated an awareness of customer focus. When it came to discussions and differences of opinion, she offered a balanced view.

Aleksandra Zawadka's employment will end on November 30, 2014 by mutual agreement. She is free from any further obligation, apart from the commitment to confidentiality required by law. We thank her for her contribution and wish her every success going forward.



Krisztina Solti
Head of Global Sourcing



Daniel Heiter
Head of Human Resources ad interim

REFERENCE LETTER

Mrs. Aleksandra Zawadka, born 3rd November 1985, was employed at Sensirion AG from 1st December 2014 until 31st July 2017 as a Strategic Purchasing Specialist. Mrs. Zawadka worked full-time from 1st December 2014 to 31st of August 2016; afterwards she was employed with a 70% workload.

Sensirion AG is the internationally leading manufacturer of micro sensors and sensor systems for measuring humidity, temperature, barometric pressure, gas concentration, flow and differential pressure. Millions of the innovative sensors are used across the globe in the automotive industry, medical technology and in consumer goods, helping to continuously improve health, convenience and energy efficiency. The high-tech company based in Stäfa, near Zurich, with subsidiaries in the US, Korea, China, Taiwan and Japan, was founded in 1998 and now has over 600 employees.

Mrs. Zawadka's main duties and responsibilities were the following:

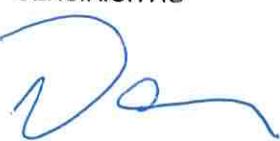
- Tendering for parts, negotiations, order placement and change management in projects regarding purchasing of components for allocated commodity groups; incl. release process and data update in ERP-system (Abacus).
- Operational purchasing and stock monitoring of allocated commodity groups: injection-molded parts, drill-/milled parts, valves; incl. price negotiations and frame contracts.
- Strategic evaluation of new suppliers; incl. dedicated release process and participation in supplier audits, in order to improve their performance.
- Complaint and escalation management up to phase-out of parts/ assembly groups and suppliers.

Mrs. Zawadka was a very engaged employee, who took on her duties with passion and interest. She demonstrated outstanding engagement and was always deeply involved in her projects. Additionally, she was goal oriented. Mrs. Zawadka showed both persistence as well as reliability. Her style of working was characterized by her sense of responsibility as well as independence. We were very satisfied with her performance.

On a personal level, we have gotten to know Mrs. Zawadka as a very flexible colleague with a natural demeanor. Her strong customer-orientation and her cooperativity completed the picture. Her attitude towards all internal and external parties was friendly and exemplary at all times.

Ms Zawadka left our company on her own wish, which we regret. We thank her for her valuable commitment and wish her all the best for the future.

SENSIRION AG



David Drennan
Bereichsleiter Supply Chain Management

Stäfa, 06. Februar 2018



Pamela Bogana
HR Business Partner



IMS

June 30, 2020

To whom it may concern,

It is my pleasure to write this letter of recommendation for Aleksandra Zawadka, who has been employed at the International Montessori School – an IMEF School (IMS) from August 20th, 2018 to June 30th, 2020. During this time, Aleksandra Zawadka has served as the English-speaking Montessori Teacher in a dual-language Casa dei Bambini class of 25 children ages 3 to 6. Aleksandra worked in a co-teaching setting with a Montessori trained Chinese-speaking teacher.

Aleksandra was conscientious and energetic in carrying out her duties. Her responsibilities include lesson planning for the child, adapting the curriculum to fit their needs when necessary, keeping detailed notes and day to day observations of the child, parent communication, upkeep of the classroom, adding activities and materials, to name a few. Aleksandra eagerly participates in school events and professional development opportunities. She is proactive in reading and researching on anything that would help her to further her professional development and help the child better. Aleksandra wholeheartedly contributed ideas and initiatives to help ensure that the environment runs smoothly and efficiently. While she experienced some challenges during her first years as a Montessori guide and in a co-teaching relationship, she was persistent in her efforts to make improvements along the way.

Aleksandra is leaving us after completing the first two years of her three-year contract due to family reasons necessitating a return to her home country. We wish Aleksandra the very best for her future. If you have any questions regarding Aleksandra, please do not hesitate to contact me by phone or email.

Kind regards,

Sushmita John
Curriculum Director

ARBEITSZEUGNIS

Trafag AG ist ein weltweit führendes, international ausgerichtetes Schweizer High-Tech-Unternehmen mit Hauptsitz in Bubikon bei Zürich, Hersteller von Sensoren und Regelgeräten für anspruchsvollste Anwendungen. Technologie-, Fertigungskompetenz sowie Kundennähe sind die drei Grundpfeiler der Trafag AG mit weltweit rund 400 Mitarbeitenden.

Wir bestätigen, dass Frau **Aleksandra ZAWADKA**, geboren am 3. November 1985, aus Polen, vom **1. März 2022 bis zum 28. Februar 2023** in unserem Unternehmen angestellt war.

Frau Zawadka arbeitete als Projektmanagerin Supply Chain im Bereich Beschaffung mit einem Beschäftigungsgrad von 80%.

Trafag AG hat im Verlaufe der vergangenen Monate im Business Process Review Handlungsfelder definiert, welche im Rahmen des BIT Projekts (Business Innovation & Transformation) umgesetzt werden. Das im April 2022 eingeführte SAP S/4HANA wird als Basis-Plattform genutzt, um Prozesse zu vereinfachen, zu standardisieren und wo immer möglich zu automatisieren. Frau Zawadka hat dabei die folgenden Hauptaufgaben wahrgenommen:

- Konzeptionelle Aufbereitung und Umsetzung von Tasks und Projekten in Zusammenarbeit mit externen Beratern, mit dem Ziel, Mitarbeitende von nicht wertschöpfenden Tätigkeiten zu entlasten
- Suche von externen Beratern und Partnern für die systemischen Implementierung
- Aufbau von internem Knowhow, Organisationsentwicklung und Schulungen von Mitarbeitenden

Folgende Projekte wurden bearbeitet:

- ABC-/XYZ-Analyse
- E-Rüstliste
- Nachschub-Logistik
- Lagerführungs- und Lagerbestandskonzepte
- TOC (Theory of Constraints, Konzept der kritischen Ketten)

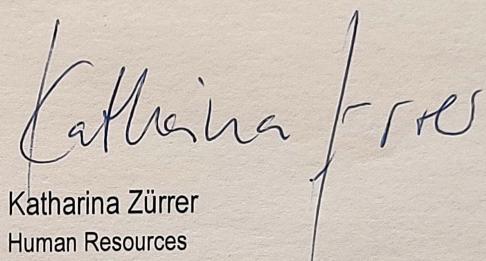
Wir haben Frau Zawadka als sehr engagierte und motivierte Mitarbeiterin kennen und schätzen gelernt. Sie zeichnete sich insbesondere durch ihre sehr konzentrierte, ausdauernde sowie umsetzungsstarke Arbeitsweise aus. Dank ihrer ausgesprochen guten analytischen Fähigkeiten und ihrer vernetzten Denkweise erfasste sie neue Situationen, Inhalte und Zusammenhänge rasch und zog daraus die richtigen Schlussfolgerungen. Frau Zawadka zeigte ein grosses Interesse an ihrer Tätigkeit und setzte sich in ihrem Bereich mit viel Engagement ein. Sie verstand es, Prioritäten richtig zu setzen und arbeitete auch unter Termindruck systematisch und mit überdurchschnittlicher Ausdauer. Frau Zawadka setzte sich stark für die Optimierung der internen Prozesse ein und war sich dabei nicht zu schade extra Einsätze zu leisten. Dabei war sie stets offen für Neuerungen, brachte viele wirtschaftliche und wertschöpfende Lösungsvorschläge ein. Zudem gab Frau Zawadka ihr Wissen gerne weiter und unterstützte Mitarbeitende abteilungsübergreifend sowie auch über die Hierarchiestufen hinweg.

Wir freuen uns, Frau Zawadka für die Erledigung der ihr übertragenen Aufgaben unsere volle Zufriedenheit aussprechen zu können. Sowohl qualitativ als auch quantitativ erbrachte sie gute Leistungen, die unseren hohen Anforderungen jederzeit entsprachen. Frau Zawadka war aufgeschlossen, hatte sehr gute Umgangsformen und integrierte sich mühelos in Projektteams. Sie wurde als sehr freundliche, kollegiale sowie hilfsbereite Mitarbeiterin wahrgenommen und von Vorgesetzten wie auch Kollegen überaus geschätzt.

Frau Zawadka verlässt die Trafag auf eigenen Wunsch, was wir sehr bedauern. Wir danken ihr für ihren engagierten Einsatz in unserem Unternehmen und wünschen ihr für die Zukunft alles Gute und viel Erfolg.

TRA FAG AG


Armin Güntensperger
Bereichsleiter Beschaffung


Katharina Zürrer
Human Resources

Bubikon, 28. Februar 2023