

## REFERENCE LETTER

Mrs. Aleksandra Zawadka, born 3<sup>rd</sup> November 1985, was employed at Sensirion AG from 1<sup>th</sup> December 2014 until 31<sup>st</sup> July 2017 as a Strategic Purchasing Specialist. Mrs. Zawadka worked full-time from 1<sup>st</sup> December 2014 to 31<sup>st</sup> 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 known 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 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

( Whieman)

(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

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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

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