

Strasbourg, 6 décembre 2017

**École Nationale  
Supérieure  
d'Informatique pour  
l'Industrie et  
l'Entreprise  
ENSIIE**



to

Science Connect, European Science Foundation

Subject : Recommendation of Carole Bocquillon

Dear Sir/Madam,

It is my pleasure to recommend Carole Bocquillon for the open position of Administrative Assistant at Science Connect.

I know Carole since september 2013, when I hired her as administrative assistant at ENSIIE. ENSIIE is a public engineering school in Computer Science, and had a campus in Strasbourg until last summer. I was heading this campus in Strasbourg and i was relying on a couple of administrative assistants to handle the daily duties for about 120 students. Given the limited staff, we were expecting each staff member to be very versatile. In this regard, Carole has been the right person.

Although her previous experience did not involve human management, she got rapidly acquainted with the tasks she were assigned, which involved many human exchanges with students or professors and researchers. For instance, one of her mission was to teach the students how to use the various information system interfaces available through the intranet. Despite her young age, Carole showed she could master the audience even in front of 120 students.

As ENSIIE was co-located with ISU (International Space university) in Illkirch, Carole also had to collaborate with the english-speaking team of ISU, especially when joint events were organized between ENSIIE and ISU. Carole is open-minded and generally very interested in other cultures, and therefore i have not been surprised that she did very well when looking after the international teams of students that compete in these events. During her period at ENSIIE, Carole also chose to strengthen her foreign language skills by taking language courses taught at the school. For instance, she passed the TOEIC english test with a score of 990.

All along her mission at ENSIIE, Carole has shown to be a faithful person, very involved in her job. I can witness that Carole is a good team-worker and willing to achieve the mission she has been assigned.

As a bottom line, I am convinced Carole has a great willingness to discover new work environments, especially those involving intercultural aspects such those i imagine are involved at Science Connect. Therefore, i highly recommend the application of Carole Bocquillon for this position.

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