Date: 27-Jan-2022

FROM: ZALMAY SOHIL

TO: LAXMI LOLLA

SUBJECT: LETTER OF ASSESMENT FOR SOFIA DAVID

This letter is written in support of Sofia David who is working for Bento project in the capacity of quality analyst. I have been working with Sofia very closely and based on my observation, I believe Sofia is and will be a successful quality analyst and a good fit for any project because of the following reasons:

**Productivity and quality of work**

* The whole Bento team is aware that Sofia is performing very well. She has found very difficult defects that requires skills and experience.
* She is skillfully following the QA standards and defect life cycle and the level of details she adds while creating a defect ticket is out of question.
* She has been following our JIRA workflow and adding exact and clear steps when creating a test ticket and Test execution suite.
* She attends all bento meetings and positively contributes through consistent and high-quality work.

**Adaptability**

* While it is important in Agile that employees adapt to change and accept and comply with new processes, Ms. Sofia willingly adjusted with data commons team and adjusted her schedule to be available when needed. And she replies to slack messages/calls on time.
* As the knowledge of the application is a key in finding new defects. Sofia quickly adapted to changes in the performance of required duties for Bento. When I was giving her a walkthrough of Bento application, she came with a list of questions and clarification to understand the application. She asked for more training sessions when Bento workflow was not clear to her.
* She schedules her time in advance and can be relied upon for completing her tasks on time. Her willingness to cooperate with her co-workers to making sure bento project and daily tasks are completed in a timely manner.

**Communication**

* Ms. Sofia effectively communicates with her colleagues and clearly share ideas and thoughts in team. She is very good in communicating difficult messages and decisions skillfully and she is capable of discussing difficult issues effectively and to the point.
* Her willingness to listen to others and understand their point of view is highly appreciated by her peers.

**Creativity and innovation**

* Sofia Applies creative thinking to find new defects in Bento and we have seen that she suggests new ideas in slack and shows initiative to improve the application. She displays a cooperative spirit by performing quality testing for Bento project.

**Accountability**

* Ms. Sofia accepts responsibility for the bugs that she missed and tries to improve and take good contribution as a team member.

**Education and Certification:**

Ms. Sofia holds following Diplomas and Certification

* Bachelors in Engineering (Computers, Electronics and Communications).
* CSTE: Certified Software Tester (QAI Global Institute)
* ITIL V3: Information Technology infrastructure library certificate

To the best of my knowledge, Sofia David will be a successful quality analyst and can work on any Data Commons Application.

I will be more than happy to discuss any questions that you may have. Please address any further questions or concerns to me at [sohil.sohil@nih.gov](mailto:sohil.sohil@nih.gov)

Sincerely

ZALMAY SOHIL