



UNIVERSITY of the
WESTERN CAPE

Letter of Referral: Ms Kelly Gabriella Samuels

It is my absolute pleasure to provide this letter of referral on behalf of Ms. Kelly Gabriella Samuels

Mr. Samuels was employed in the *Department of Student Administration* at the university, as a Student Assistant and she was the consummate professional and a delight to work with.

While performing her role as a *Student Assistant*, she displayed attentiveness and a singular-minded focus to the task and by this; she was an asset to the university and our department. She has excellent written and verbal communication skills and is extremely organized, can work independently and is able to follow through to ensure that the job gets done.

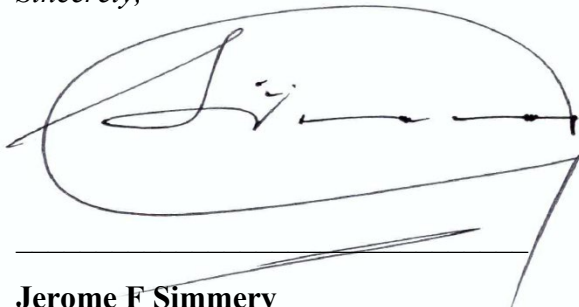
While in the department, she performed various administrative tasks and clerical functions and proved to be fully versed in amongst other, Microsoft Office (Word, Excel, Publisher, Adobe Acrobat and PowerPoint). She has thorough planning and organizational skills, and anticipates well in order to avoid missing deadlines.

Apart from her admirable interpersonal skills and being an extremely competent staff member, she also communicated well and contributed positively to the co-operation and collaboration of the team. In team discussions, she always displayed maturity, respect and a conscientiousness of the 'bigger picture'. Through these discussions, she also demonstrated a keen of knowledge of the university culture, its systems and procedures.

While exhibiting these qualities, I have also come to know her as a person of integrity with a diligent work ethic and a calm and composed demeanour.

Kelly was a delight to work with and I wish her every success in her future endeavours.

Sincerely,



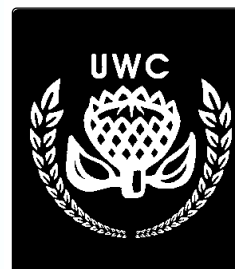
Jerome F Simmery

Coordinator: Student Administration Helpdesk

Registrar's Division

University of the Western Cape

jsimmery@uwc.ac.za Tel: +27 21 959 2553



UNIVERSITY OF THE WESTERN CAPE
PRIVATE BAG X17, BELLVILLE
STUDENT ADMINISTRATION

01 NOVEMBER 2023

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