

Work reference for Viviana Garcia

From April 2006 to January 2009, Viviana was production manager with Kiwi the Poodle Productions Limited, working on features for TV programmes and on the Real Peloton Monthly DVD series. Her responsibilities included making travel arrangements for Europe and America, hiring freelance staff and equipment, liaising with post-production facilities and with distributors. Working in French, Spanish and Italian, as well as English, Viviana was extremely efficient, finding flight and hotel deals that saved the company a great deal of money. She was quick-thinking and able to find words to calm any crisis, and her extraordinary memory, even for alphanumeric file names, meant that production was often quicker and more economical thanks to her.

Although many applicants claim her skills set, few possess Viviana's neatness, diligence, competence and the professional ethic. I am delighted to recommend Viviana for any post requiring multi-lingual project management work.

Kind regards,

Matt Rendell