



Office of the Chief Administrative Officer

May 24, 2017

To Whom it May Concern:

Re: Poornima Rajasekar

I had the pleasure of working with Poornima Rajasekar from April 10 to May 12, 2017 as a Communications Intern through the Niagara College, Public Relations Post-graduate Program.

During her internship, Poornima assisted me with a number of projects such as marketing/communications planning, media relations, social media updates and e-newsletter development just to name a few. While executing assignments, Poornima demonstrated her skill set in a number of ways such as her proficiency in graphic design, copy writing and multitasking. Poornima was able to prioritize her projects correctly and provide me with quality work within the timelines provided.

Poornima would be a great addition to any communications marketing team. If you have any questions, please feel free to reach out to me.

Yours very truly,

Janine Tessmer
Communications Advisor

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