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München, September 2017

LETTER OF RECOMMENDATION FOR ANNE ZOLLNER

As the founder and director of *Peter Haimerl . Architektur* I have had the pleasure of working closely together with Anne for the last two and a half years. She has been invaluable for the company and I am happy to give her my best recommendation.

Anne was the 'Executive Assistant' at my firm. The title does, however, not accurately describe her actual contributions. She was the glue that held all our activities together and the primary source of contact for our clients as well as business partners. Anne was responsible for managing our finances. Here, she independently implemented many instruments that greatly helped professionalize procedures in the firm. Furthermore, she was responsible for human resources and office management. She always stayed on top of all projects and was an immense help with coordinating my schedule. Although her primary tasks were within the fields of economics and management, she has an exceptional understanding and knowledge of the creative process. She has a keen eye for detail, as well as the ability to manage the needs of many people at once. She enthusiastically committed to additional responsibilities as they became available and handled each new role professionally.

Anne is leaving *Peter Haimerl . Architektur* and Munich, due to personal reasons, but it is my hope that this recommendation letter will assist her to obtain a position that will take advantage of her many abilities. Anne was truly invested in her work and an effective contribution to the success of the company and I would not hesitate to welcome her back.

Anne will be sorely missed. Not only by me and her other colleagues within the firm, but also by the external partners she worked closely with.

If you need further information on Anne Zollner, I kindly ask you not to hesitate addressing me directly under the following cell phone number
+ 49 (0) 171 174 328 9 or via mail as listed in the header.

Yours sincerely



Peter Haimerl
Peter Haimerl . Architektur