



PAP COMMUNITY FOUNDATION
PUNGGOL EAST EDUCATION CENTRE

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1 March 2010

To:

Whom it may concern

Dear Sir/Mdm,

Reference for Ang Ying Hui Sheena, Nric No. [REDACTED]

Miss Ang Ying Hui Sheena, joined our organisation since 23rd April 2007. In her 3 years of service with PCF Punggol East, she has undergone the Diploma in Early Childhood Care and Education training with SEED Institute (formerly as Regional Training and Resource Centre) from July 2007 to July 2009. Her completion of course was successfully undertaken with commendable remarks from her Language and Literacy's lecturer. She had acquired overall grades of 9 As and 3 B+ for 12 modules.

Sheena is a fast and keen learner who is willing to take up new assignments and challenges with enthusiasm. Last December, she had organised an overseas staff retreat for 60 staff and their families that turned out successfully. She went through the planning of logistic and coordinated the entire event as an event planner for our branch. Currently, she has taken on a new task to develop our parents' newsletter for 4 kindergartens and 1 child care centre. Her skills and innovative ideas to formulate the newsletter are commendable and she takes time to collect relevant and essential sources to make the newsletter more informative.

She is also very efficient in sourcing for relevant resources to support her teaching and her assignments to benefit the organisation and the children under her care. Being a computer literate, she has taken the lead to tap into Information Technology to enhance her teaching too. Sheena is an asset to any employer for her added strengths and value that she has possessed. I recommend her for any endeavour she has chosen to pursue in this profession.

Thank you.

Yours sincerely

Ms Karen Tan Ah Wan
Branch Administrator/Principal
PCF Punggol East Branch