

To whom it may concern

This is a reference letter for Nadya Wong, who participated in the Energy Market Authority (EMA)'s internship programme for 6 months (13 March to 31 Aug 2017) under my supervision. She worked with the Corporate Communications Department. For the quality of her work, our CE commended Nadya at our Staff Forum in August 2017.

As an intern in our Corporate Communications department, Nadya had a number of responsibilities. She worked with Comms officers on various projects, including curating the daily news for relevant energy articles; engaging the community with updates on our social media platforms; and helping with creatives for our comms publicity. She participated in onsite comms support for our annual event in partnership with MND's R&D Congress. She also helped to run our social media Giveaway campaign to engage our community on energy matters, and was tasked by other departments to help create icons and logos. The project lead for EMA's inaugural Active Day also commended Nadya highly for her simple yet effective logo for Active Day.

Nadya approached suggestions and comments with an open mind. This put her in good stead when interacting with various line departments which Corporate Communications supports. Work-wise, she was meticulous and committed despite the workload. She was also able to manage her time. This was especially put to the test with a video project that had to be conceived, filmed, produced and edited under a very tight timeline of 2 weeks.

Nadya successfully delivered on all counts, paying attention to details of projects or assignments. She was a quick learner who could work independently without close supervision where appropriate. Rarely did we need to explain a process to her more than once. She also applied her knowledge in Adobe Photoshop, which she is outstanding in, producing quality visuals and infographics for our comms outreach and activities, as well as for other

departments. Our Director of Corporate Communications was equally impressed with her outstanding work.

I am also sure the six-month internship with EMA has been an excellent first work experience for Nadya who learned how to manage processes, deadline deliverables and team collaboration. I highly recommend her for roles in the creative, social and multimedia industry that require a quick mind, multimedia skills, and an interest to experiment and learn.

If you need more information or inputs, please do not hesitate to contact me at juniper_foo@ema.gov.sg or 6376 7701. Thank you.

Sincerely,



Ms Juniper Foo (EMA)
Senior Manager, Corporate Communications
Energy Market Authority
31 August 2017