**Reference for Nina Schmidt**

Nina Schmidt (born 12 January 1979 in Nuremberg, Germany) worked for our company from 1 September 2005 to 30 September 2011 where she was responsible for sales and exports.

From November 2009 she also took on the duties of deputy customs coordinator for us.   
  
Her main tasks included:

* Preparing quotes
* Processing orders from start to finish
* Monitoring deadlines to ensure the goods are dispatched on time in consultation with the planning department
* Processing shipping:  
  - Completing shipping and customs paperwork, e.g. export declarations (using Atlas system), commercial invoices, packing lists, certificates of origin, letters of credit and long-term supplier declarations   
  - Checking exports/checking tariff preferences
* Processing swatch orders:  
  - Recording the data (EDP) for the swatch department  
  - Calculating costs and swatches   
  - Shipping swatches on time
* Presenting collections, talking to customers and salespeople at trade fairs, on MAX TEXTIL and customers’ premises.
* Coordinating and making business trips
* Helping to coordinate trade fairs such as Heimtextil, Frankfurt and Decosit/Mood, Brussels; assembling collections of products and swatches and compiling price lists
* Supporting customers on the telephone and in person
* Compiling price lists for our sales representatives; monitoring exclusivity agreements; checking invoices; processing claims and issuing credit notes
* Negotiating charges with haulage companies
* Managing data using EDP; corresponding with customers, sales representatives and haulage companies

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Reference for Nina Schmidt

To whom it may concern  
  
  
Having achieved German State Certification in Business Administration and Textile Technology (Technical College), Nina Schmidt has excellent knowledge of textiles and weaving.   
  
She has always shown a great deal of initiative and motivation to give her best performance. Her smart, confident appearance and extensive knowledge of the market have helped her to build trusting business relationships with our customers, sales representatives and hauliers, and to represent our interests successfully.

Her success is due not least to her consistent application of her considerable specialist knowledge to her work.   
  
Nina Schmidt has always been extremely independent, efficient and careful in her approach to the tasks confronting her. We have been totally satisfied with her performance at all times.   
  
She has behaved impeccably towards her superiors, customers, sales representatives, hauliers and colleagues without fail.   
  
Nina Schmidt is leaving our company at her own request. We very much regret her departure which is due to a change in her personal circumstances and would like to thank her very much for her consistently excellent work for us. We would also like to wish her the very best of luck and continued success in both her professional career and her private life.   
  
Kind regards   
  
  
Markus Goller   
Managing Director, MAX TEXTIL