

To whom it may concern

Dear Sirs,

RE: Reference for Shaun Swanton

I have known and worked with Shaun Swanton for one year, and I can say that not only has he shown a positive willingness to make larger than required contributions to the business, but that it comes with honesty, integrity and enthusiasm.

Having worked with marketing staff over the years I would place Shaun at the top end of the scale, for graphic design, management of agencies (both PR and exhibition stand builders), production of promotional campaigns, customer liaison and originality of approach.

From a personal point of view he is a team player, friendly, astute and a great person to work with. I would have no hesitation whatsoever in employing his services either in an independent supplier, full time employee or a consultative capacity.

Yours faithfully,

Geoff Bowers
Mobile: 079 0461 7262

Kind Regards

Geoff Bowers

Sales Director – Sicura Systems

Sicura Systems Limited

Sicura Systems | 4 Millennium House | Priestley Road Business Park | Basingstoke | Hampshire | RG24 9NP | UK
Switchboard +44 (0)1256 233052 | **fax** +44 (0)1256 473474 | **web** www.sicurasystems.com

To whom it may concern

RE: SHAUN SWANTON

REFERENCE

Employee's Name: Shaun Swanton

Position Held: Brand audit compiler

Dates Worked: July – Sept 2008

20|20

Rating of Shaun with regard to:-

	Excellent	Very Good	Good	Acceptable	Poor
Time Keeping	1	0	0	0	0
Quality of Work	0	1	0	0	0
Communication (written)	0	1	0	0	0
Communication (oral)	0	1	0	0	0
Unsupervised Working	0	1	0	0	0
Personal Presentation	0	1	0	0	0
Honesty/Integrity	1	0	0	0	0
I.T Skills	0	1	0	0	0
Efficiency	1	0	0	0	0
Reliability	1	0	0	0	0

Reason for leaving:

Completed required contract

Which aspects of the candidate's character would you say created a positive impact on their work?

Diligence, speed, ability to think around problems and accuracy of work

Would you re-employ?

Yes

Other comments:

This was the first time we at 20|20 had worked with Shaun. We were impressed and would use his services again. His work was completed on time, on budget.

About us

Company: 20|20

Name of Referee: Michael Artis

Position: Senior Strategy consultant

Telephone: 0207 383 7071

20|20 Limited
20-23 Mandela Street
London NW1 0DU
T +44 (020) 7383 7071
F +44 (020) 7383 7140
E info@20.20.co.uk
W www.20.20.co.uk
Registered in England No:
2238674

Re: Shaun Swanton

14th May 2009

To whom it may concern,

Shaun has worked for Goode International on a freelance basis, and has shown the required ability to manage workloads with efficiency, accuracy while maintaining a good positive, friendly and professional disposition.

His work has been on time and to brief with the expected creativity. Shaun has also put in extra hours to cater for challenging deadlines, and has always been trusted to work on projects unsupervised with an ability to think around problems.

His personal presentation, written and oral communication would be a credit to any company he represents and his reliability to get the job done, has been an invaluable freelance resource to Goode International.

I recommend him for employment without reservation.

Please let me know if you need further information.

Rob Poray
Creative Director



Richmond House, Terminus Terrace
Southampton, SO14 3PN
United Kingdom

Telephone if calling within UK
Switchboard 0845 3 585 585
Facsimile (023) 8022 7920

Reservations 0845 3 555 333
Facsimile 023 8065 7030

Internet: <http://www.pocruises.com>

Telephone if calling outside UK
Switchboard +44 2380 65 5058
Reservations +44 23 8068 3600

VAT Reg No: GB 761 4300 58
ATOL 6294

BLW/LA
1 December 2004

PRIVATE AND CONFIDENTIAL

To whom it may concern

Re: Shaun Swanton.

I write to inform you that to the best of our knowledge, the above named is a UK resident, and is honest and trustworthy to do the job of Graphic Designer.

Shaun Swanton worked as a Senior Graphic designer for P&O Cruises for three and half years, based initially in our New Oxford Street, London Studio, then at our Town Quay Studio in Southampton.

If you have any further questions, please do not hesitate to contact me.

Kind Regards,

BECKI WINDEBANK
HR Business Assistant.

Lawton

COMMUNICATIONS GROUP LTD

4 Grosvenor Square, Southampton SO15 2BE
Telephone: 01703 639133. Facsimile: 01703 225954. Email: group@lawton.co.uk
ISDN: 01703 828537. Website: www.lawton.co.uk

TO WHOM IT MAY CONCERN

SHAUN SWANTON

Shaun has worked extremely hard at Lawton Communications. He was eager to learn and always remained enthusiastic about the jobs he was given to do.

Although mainly involved in typesetting and layout of recruitment ads, he also showed creative flair when more interesting designs were called for.

We regret that due to the loss of some client business, we are unable to keep him on.

I wish Shaun every success in his future career.

S. N. Jenkinson

Steve Jenkinson
CREATIVE DIRECTOR



Registered Office as above. Registered No: 1444820 England. VAT No. 412 0891 82. NPA NS PPA ITA Recognised.

ADVERTISING DESIGN NEWMEDIA PUBLIC RELATIONS