



**REFERENCE LETTER KATALIN KISS
DEPUTY MANAGER – LIBERTY IBERIAN LEISURE AND EVENTS**

To Whom it May Concern,

For the last 4,5 years Emmanuelle Didou was an employee of Liberty Iberia Leisure and Events as Senior Project Manager and Head Office of Andalusia.

Amongst her tasks and skills are :

- Know How to select the collaborators for their abilities and willingness to adapt
- Continuous training and motivation of employees for greater performance
- Conduct the individual and group tasks of the team members towards the set objective
- Plan work in advance and prioritize tasks within a team
- Ability to solve problems
- Be able to create communication environments both with the team of Andalusia and with the different offices of Liberty Spain
- Be demanding and selective in the services and personnel to be used in the event
- Responsible for negotiating and coordinating any type of event, from the reception of a briefing by a client preparation of budgets to everything that involves the journey and management to be performed until the execution of the event and the evaluation and subsequent evaluation
- Check all the budgets of the team members before sending them to clients
- Follow up of the files of each team member and monitor the delivery deadlines
- Management of the accounting/ monthly expenses of the office
- Be the person responsible for the communication between the Andalusian team and the Directorate in Barcelona (New Procedures, changes of representatives,...)
- Management of the distribution of new requests among the different employees of the team

Accurate work and attention to details make her a valuable contributor to any team and employer.
With best regards,

Katalin Kiss - Deputy Manager – Liberty Iberian Leisure and Events