

Reference Letter for Catherine Ann MacDonald (ID 8006120137087)

1st November, 2022

To whom it may concern

This serves to confirm that Catherine MacDonald was employed at Neil Butcher & Associates (NBA) as a Project Manager and Business Manager, from 1st August, 2001 until 31st October, 2021. She commenced her career as a junior employee but rapidly became a senior and indispensable member of the NBA team, reporting directly to me in that time.

Catherine's responsibilities included, but were not limited to: managing specific NBA projects of various scales, from relatively small projects to very large, multi-year, multi-country initiatives; conducting ongoing research and materials development in a range of education projects in different education sectors and with various local and international clients; and, in the later stages of her career, taking primary responsibility for managing the business affairs of NBA.

In all of her time working with NBA, Catherine proved herself to be exceptionally diligent and hard-working. She is very thorough in all the work she does, pays careful attention to detail, manages activities to agreed deadlines and delivers, can write well, and has particular skill in ensuring that project activities operate successfully within budget. She was an essential member of the NBA team.

I wish her all the best with her future career as an education consultant.

Yours Sincerely,



Neil Butcher

(Director)