

To whom it may concern

Vienna, 08th Nov. 2009

Reference for Ms Kerstin Martens

Ms Kerstin Martens joined the *Institute of Geotechnical Engineering* on 16th March 2009.

Her role was Institute Secretary in a part time position (afternoons). Her responsibilities were

- Providing general administrative support to the Head of Institute and other staff members
- Dealing with inquiries from students and other visitors,
- Compiling (updating), printing and selling of lecture notes,
- Updating the database and reorganisation of the institute's extensive library,
- Correspondence in English and German
- Layout of a journal.

among other duties.

Ms Martens left us on 30th Sept. 2009 because of increased working hours in her other position at the University of Vienna.

She was an asset to our department as she proved to be very well-organised, reliable and committed. She completed her tasks with utmost professionalism.

We wish her all the best for her future.

A handwritten signature in blue ink, appearing to read 'Wei Wu'.

(Univ.-Prof. Dr.-Ing. Wei Wu)