**Reference letter**

**Clement Lichtenauer – Orange Business Services, Executive Briefer**

„Jana was a fantastic person to work with. Loyal, intelligent and reliable Executive Assistant. Self motivated and brilliant professional, a person you can trust when you want to be sure that important tasks will be completed in a systematic and precise way. Working under pressure is a must !“

23. června 2014, Clement byl(a) poradcem nebo dodavatelem uživatele Jana ve společnosti JSV International Assistant Service

**Andrzej Wojtas – Chief Editor at MFN**

„Assistant support“

„Jana offers high quality business assistance. If you need a business meeting organized, documents translated or notarized etc. then with JSV International Assistant Service you have a reliable office in Prague for all you business ventures.“

*18. května 201,* **Hlavní kvality:** Výhodná spolupráce , Práci odevzdává včas

„Translation, consultation“

„Jana has done a very good job in consulting and translating our bid in a public tender where all the documents had to be submitted in Czech. We won the tender which is the best proof of Jana's high quality of work. Thank you Jana“

*23. září 201,* **Hlavní kvality:** Výhodná spolupráce , Práci odevzdává včas

**Chen (Hen) Levi – Internet Retailer**

„I have used JSV services while moving to Prague several weeks ago. The service I received was outstanding. The people of JSV were available immediately when needded and I usually got excellent service from the CEO. She is a very energetic and serious person and the type of person that will do the extra mile for you to get you settle and comfortable. This professional woman helped me in just about everything from the apartment negotiations and contacts with the locals (who don't speak much English) through even taking me to make shopping and showing me where to buy and what to buy when everything is in Czech language. Highly recommended.“

13. září 2012, Chen (Hen) byl(a) klientem uživatele Jana

**Kristi Rogers – Philips Company, Business Executive**

„Jana has been a tremendous assistant to me over the past year. As an expat, she quickly helped to get me settled into Prague with her network and local knowledge. She assisted in furnishing my apartment, arranging internet/elec­tricity, dealing with the non-english speaking landlord, and finding me a wonderful and trustworthy housekeeper. In addition, she continues to regularly assist me with weekly ad-hoc errands of a huge variety – from shopping, hiring a handyman, fixing my internet/computer, and even welcoming my out-of-town visitors to Prague when I am not available to greet them. She is an amazing problem-solver – extremely creative and quick to find a solution to every issue! In addition, Jana is very thoughtful – sometimes assisting me in making my life easier by providing solutions or ideas I would not have thought of myself. I highly recommend Jana’s services to any expat or professional. Over the past year, she has proven to be extremely trustworthy, professional and caring – you couldn’t ask for a better assistant.“

September, 2011,

 **I work for companies:**

* Orange company, Switzerland – Geneva
* Deloitte, Prague
* Philips, Prague
* Gedeaon Richter ( Farmaceutická společnost), Prague
* iPilot, CEO společnosti