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REFERENCE:

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To whom it may concern,

Michael Riegelman has worked in the Monitoring and Inspection Section (MIS) of the Office of Internal Oversight Services (OIOS) from January to July 2005. His responsibilities were to assist staff of MIS with general administrative tasks connected to monitoring the programme implementation and inspections of management and administration. He also assisted in the preparation of several meetings.

Michael proved willing and showed the capacity to complete a large amount of work on time. He demonstrated knowledge of several technical applications and set up an analysis table of responses that greatly helped the work for an inspection. He also maintained a status table on implementation of programmes in the Secretariat that required accessing several databases and transferring data accurately. His quality of work was very good and Michael was punctual, reliable and congenial.

I recommend Michael for future employment and wish him every success in his future endeavours.



Susan Rose
Officer-in-Charge
Monitoring and Inspection Section
Office of Internal Oversight Services