

February 8, 2016

Dear School Official,

My name is Eric Hamilton and I am currently the Director of Knightsbridge School - Bogota. Previously, I served as the Head of School at ISHCMC – American Academy in Ho Chi Minh City, Vietnam. During my two and half years in Vietnam I had the great pleasure of working with and supervising Ms. Heather Carreiro. Ms. Carreiro has been employed at ISHCMC – American Academy as a teacher-leader and later promoted to the Deputy Head position.

It is with great enthusiasm that I recommend Ms. Carreiro for any educational leadership position that you may have to offer. Ms. Carreiro is a highly innovative and creative educational leader that I would hire again without reservation. She was hired as an English teacher her first year and rapidly took on more leadership positions over the three years. I quickly recognized her leadership abilities and added her to the Senior Leadership Team. As the school grew, the board agreed to add a Deputy Head position for the 2015-16 school. Ms. Carreiro was the obvious choice.

During the time that we worked together she proved to be extremely competent in solving complex problems that are often found in small start up schools. She is able to think out of the box and provide creative solutions when given little to no resources. In order to differentiate the school from our competitors she initiated and built a relationship with Syracuse University to bring the Syracuse University Project Advance (SUPA) program to our school. This is a dual enrollment program that allows students to earn college credit while still in high school. Ms. Carreiro built the program from scratch to its current thriving state where 27 students earned a combined 180 college credits during the 2014-15 school year. This resulted in a direct positive impact on the school in terms of student enrollment as well as the quality of the educational practices due to the high level of professional development provided by Syracuse University.

Mrs. Carreiro is highly organized and disciplined when working on the numerous projects involved with a start up school. She was directly responsible for or involved in all of the following major school wide projects; time tables, school-wide professional development plan, virtual learning environment, and organizing high quality, meaningful and adventurous field trips.

Mrs. Carreiro works in an environment, which at times is extremely demanding. She works with people from many nationalities and diverse backgrounds. She is thorough, organized, systematic, and has a great sense of humor.

Mrs. Carreiro goes above and beyond her scope of work to make sure that the school's vision, mission, and strategic plan are fully realized, and I highly encourage you to higher this outstanding educational leader.

Sincerely,



Eric Hamilton

Director, Knightsbridge School International – Bogota

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