

September 5, 2015

To Potential Interviewers of Heather Carreiro,

It is with great pleasure that I write this letter of recommendation for Heather Carreiro. As a member of the Senior Leadership Team at the International School of Ho Chi Minh City - American Academy, Ms. Carreiro and I have worked closely on several projects. We have developed an excellent working relationship and there is no task I feel she cannot complete. She serves the school in every way imaginable. Her duties and responsibilities are numerous: from supporting the academic and emotional needs of her students to improving internal admissions platforms, coordinating parent-teacher events and building the school's enrollment by developing close ties to the community.

Her repertoire of skills and strategies for working with students, teachers, and parents encompasses all facets of an excellent leader. She confidently steps in to take over responsibilities that go unaccounted for. No title can be given to such a valuable contributor toward school development. When technical difficulties arise, or we just need a quick solution, we go to Heather.

Her commitment to our school is never ending. Heather has single handedly organized and maintained the field trip program since she began at American Academy four years ago. Her innovative ability helped launch the very first "Sunbear Scramble," an Amazing Race-like field trip for our 11th graders. She has worked diligently with outside agencies ensuring student safety and learning goals are met on all trips. Additionally, Heather consistently keeps our school on track for success by meeting with head officials and updating them on the school's vision. She has overseen the implementation of several programs such as, a school wide grading system, virtual learning platform, and social learning tools.

Her passion for education and willingness to make other teachers feel comfortable in their setting have enabled her to establish many relationships within our campus. She is well respected and is an integral part of our staff. She has often been seen after school playing bass with students or stepping in to show off her footwork in dance class. We would keep her if we could!

In conclusion, Ms. Carreiro is the ideal representation of a dedicated teacher and leader. It would be a mistake to let such a qualified candidate go unnoticed. Her enthusiasm and dedication to our school is the bedrock of our institution. It may take two people to replace her. I wholeheartedly support Ms. Carreiro as she works toward her career aspirations.

Respectively,

Bill Hanrahan
Technology Integrator
Senior Leadership Team
ISHCMC – American Academy
bill.hanrahan@aavn.edu.vn