

9/4/2015

To Whom It May Concern:

It is with great sincerity and enthusiasm that I write this recommendation for Ms. Heather Carreiro. I worked with Heather for three years at International School Ho Chi Minh City – American Academy, by the end of which I was the EAL Program Coordinator and she was the Curriculum Coordinator. She is a passionate educator who is highly dedicated, continuously maintains the highest standards, and methodically seeks out best practices to apply from a personal to institutional level.

When I first started working with Heather, the school was in a great state of transition and was under the charge of an absentee director. Heather unassumingly took the reins of multiple projects, and created a much needed backbone and structure on which other teachers could rely. Her drive for organization led to the development of essential operations that helped to power the school forward in a positive and effective direction. Even before officially taking the role of Curriculum Coordinator, Heather had tackled scheduling issues, pre-University counseling, and the field study program – all in addition to her regular duties as English Department Chair and Syracuse University adjunct professor, and even then I am only scratching the surface. It was only natural that Heather advance to the position of Curriculum Coordinator, and from there, Deputy Head of School. Heather has a keen sense for knowing what needs to happen, and making it so. She also has tremendous organizational skills which enable her to simultaneously see through multiple projects to completion.

I count myself fortunate to have worked with an educator like Heather, and it would be an honor to have the chance to do so again in the future. Regardless of the number of projects she was engaged in at any given time, Heather always made time to discuss any issues that arose, and was flexible in finding solutions. She is an active researcher, and dedicates time to regularly reviewing current trends and methods to ensure that every approach is the best it can be while valuing others' feedback to ensure needs are met.

Heather is someone that any school looking for a hardworking, highly-effective, and intuitive problem-solver will be thrilled to find. I cannot recommend her enough. If you would like to discuss any of the above points any further, or have any questions for me in general, please do not hesitate to contact me on Heather's behalf at jessicamaley@gmail.com.

Sincerely,



Jessica Maley
EAL Teacher
Taipei American School