

June 1993

TO WHOM IT MAY CONCERN

Frances Chan is one of those rare workers who is willing, and able, to adapt herself to any task put before her, and to excel at that task.

In March 1988 I hired Frances as Editorial Assistant on RTR COUNTDOWN magazine, but it soon became obvious that, aside from her organisational abilities, she had much more going for her. She soon became such a lynchpin of the magazine that I promoted her to the position of Assistant Editor.

As Assistant Editor, her duties were many and varied, and her responsibilities quite awesome. Frances was crucial in the planning of each issue, writing, editing and proofing copy. She has an "eagle eye" for spotting mistakes, but she is also a great ideas person.

Frances was responsible for our product news pages ("Choice"), an immensely popular section in each issue. She has recently launched our fashion coverage ("Style"), co-ordinating photo shoots, choosing outfits, and making sure the whole thing goes according to plan. Frances was also in charge of the competition/prize element of the magazine, which is another crucial job involving coming up with great prizes for each issue, liaising with companies, and dealing with all those troublesome details.

Frances is also a great film and music fan, and was constantly useful in the office with her great memory of, for instance, who starred in which film, and who they were going out with at the time!

Her training in advertising/promotions, her bright personality and intelligence, together with her experience in journalism on RTR COUNTDOWN, makes Frances Chan a very desirable person for any progressive company. I would have no hesitation in recommending her to any prospective employer.



GARY STEEL
EDITOR