

Thursday 11<sup>th</sup> June 2020

**Re: Letter of Reference for Ndrek Gjini**

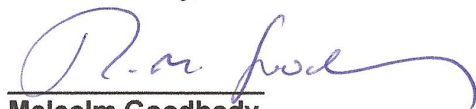
To Whom It May Concern,

Ndrek Gjini was employed by Footfall Ltd as Project Co-ordinator and IT Specialist from September 2015 to June 2020.

During his time with Footfall Ndrek used his extensive experience to develop Footfall's social media following and website. Ndrek also supported the functions of the Footfall office and warehouse including goods inwards and dispatch. We found Ndrek to be a hardworking, committed and resourceful member of our team. He proved himself to be a self-starter with an enthusiastic and diligent approach to all tasks. Ndrek demonstrated a professional and courteous attitude to customers at all times. His attendance and punctuality record was impeccable.

Ndrek was an asset to Footfall during his employment and we very much regret his departure from the business. This has been directly caused by a severe reduction in turnover due to the COVID-19 downturn. We would have no hesitation in recommending him to a future employer.

Yours sincerely,



**Malcolm Goodbody**  
Director  
Footfall Ltd



Letter of Reference

*To whom it may concern:*

Ndrek Gjini has been a member of the Galway Education Centre team since February 2013. In that time he has shown exceptional co-operation and flexibility in taking on roles such as administration, caretaking, event management, librarian, IT support. Ndrek is totally dependable in both punctuality and attendance. He has often been the only person in the administration section, dealing with up to 80 people at events. He also had responsibility for our Embassy Programme, where each month a different embassy visited and displayed in the Centre. Ndrek worked from the selection of the embassy to the contact and organisation of the exhibition.

Ndrek is very popular with all visitors and is always pleasant, supportive and helpful. He has many excellent creative ideas which are practical and of benefit to the Centre.

Ndrek has been employed on a self employed contract during his time here. Unfortunately, due to the Junior Cycle training not currently taking place, we do not have the finances to continue his contract. In recent times his hours have been reduced.

I am very pleased to recommend Ndrek for any role in the areas for which he has worked with us.

Yours sincerely,

Bernard Kirk

Director



**To whom it may concern**

I have known Ndrek Gjini as a friend and colleague for many years and I am more than happy to provide this reference on his behalf. Ndrek has many wonderful traits not least of which is his work ethic, trustworthiness and honesty. He puts his heart and soul into everything he undertakes and completes that undertaking to a very high standard. In the last number of years I have worked with him on the literary website

[www.thegalwayreview.com](http://www.thegalwayreview.com)

His familiarity with technology never ceases to amaze me, he is highly skilled in digital technology, digital marketing and has an artist's eye for detail and standards. His editorial and composition skills in his native Albanian and English stem from his long experience with journalism and writing in general and these skills combined with his interpersonal abilities make him a solid mentor and motivator for those with whom he works.

I would have no hesitation whatsoever in recommending him for employment where communications and people-friendly empathy is required.



Uinseann Mac Thómais

Assistant Principal Officer (retired)  
The Department of Arts, Heritage, and Gaeltacht.

18 Seacrest  
Knocknacarra  
Galway

091 591119  
0872797355

gar@gar.ie

Dated: 20 February 2015





AMBASADA  
E REPUBLIKËS SË SHQIPËRISË  
LONDER

EMBASSY  
OF THE REPUBLIC OF ALBANIA  
LONDON

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London, 18 February 2015

To Whom It May Concern:

In the capacity of the Ambassador of the Republic of Albania to the Court of St. James's in London and to Ireland (nonresident) I would like to extend my high appreciation to any organization that might have a possibility to offer employment to Mr Ndrek Gjini. He is a hard working person, and a very good friend of mine.

I have known Mr Gjini in a variety of capacities for many years. He has been my friend for the past several years. In addition, he is helping us (on a voluntary basis) in maintaining and updating with new content, the website of our Embassy (<http://www.albanianembassy.co.uk/>). Being my friend I trust him to maintain both websites, the Embassy's and mine as well, (<http://malberisha.com/>). He is editor and webmaster.

Mr Gjini is a very well organized, efficient, extremely competent person, and has an excellent sense of acquaintance with people of all ages. His communication skills, both written and verbal, are excellent. In summary, I highly recommend Mr Gjini for any position or endeavor that he may seek to pursue. He will be a valuable asset for any organization.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Mal Berisha

[www.Malberisha.com](http://www.Malberisha.com)

Ambassador of the Republic of Albania  
to the United Kingdom of Great Britain, Northern Ireland and Ireland  
33 St. George's Drive, London SW1V 4DG

Tel: +44(0) 20 7828 8897/ +44 (0) 77 8562 8137

<http://www.albanianembassy.co.uk/>

# JobBridge Internship Reference – Arts Officer Assistant

## Section 1:-To be completed by HR

|  |  |
|--|--|
| Intern Name  | Mr. Ndrek Gjini  |
| Internship Title   | Arts Office Assistant  |
| Name of Referee  | James C. Harrold   |
| Job title of Referee   | Galway City Arts Officer   |
| Host Organisation Name   | Galway City Council Arts Office  |
| Working relationship with the intern (manager, supervisor, mentor) | Manager / supervisor   |
| Internship Start & Finish Dates                                    | Start:28 <sup>th</sup> May, 2012<br>Finish:22 <sup>nd</sup> February, 2013 |

## Section 2:-To be completed by Mentor

|   |
|---|
| <b>Skills learned / practiced during the internship</b><br><b>GENERIC SKILLS:</b> <ul style="list-style-type: none"> <li>• Basic fundamental skills (prose/document literacy, numeracy, computer literacy) - Ndrek had these skills <i>ab initio</i></li> <li>• People related skills (communication, team work, customer service, presentation) Yes</li> <li>• Conceptual skills (problem solving, creativity) Yes</li> <li>• Other: Event planning; event delivery; report writing; event programming; arts marketing; arts public relations; dealing with artists; audience development; arts e-media</li> </ul> |
| <b>TRANSFERABLE SKILLS:</b> <ul style="list-style-type: none"> <li>• Management</li> <li>• Project Management</li> <li>• ICT</li> <li>• Languages</li> <li>• See above under "generic skills"</li> </ul>  |
| <b>TECHNICAL SKILLS:</b> <ul style="list-style-type: none"> <li>• Specific Software Packages</li> <li>• Specific Equipment</li> <li>• Other</li> </ul>  |
| <b>OTHER (Please Specify):</b><br><p>Ndrek learned how to be a professional arts administrator, developing a wide range of skills in the creation and delivery of an annual arts programme, and understanding the philosophical and aesthetic thinking underlying such a programme. He developed skills in artistic direction and he brought his already well-developed skills in media and writing into the service of the City Arts Office, thus improving his integration into the networking and ideas market of contemporary artform practice in Ireland.</p>  |

  
 James Harrold  
 Arts Officer  
 Galway City Council

Date: 25.iii.2013



3 Feb 2012

General Letter of Reference for Ndrek Gjini

He is a published author and has been a professional journalist in the country of his birth, Albania. After more than a decade in Ireland, his written English is excellent.

With an excellent performance in the BA programme at Galway GMIT, Ndrek Gjini was admitted to the highly selective MA in Writing at the National University of Ireland, Galway, for the 2010-11 academic year. He was much loved by his fellow fourteen students, and praised by all his teachers. During the year, he published a book of poems in English with a European publisher and several articles in newspapers and magazines.

He is a kind, industrious man. Always cheerful, he is a pleasure to work with. You can rely upon him. He would very much prefer to work than not to do so. Please give him a chance.

Sincerely,

Professor Adrian Frazier  
English Department, NUI Galway  
091 49 3129  
Adrian.Frazier@nuigalway.ie





OÉ Gaillimh  
NUI Galway

Reference for Mr. Ndrek Gjini, MA.

19 December 2011

To whom it concerns:

I am happy to write an academic reference for Mr. Ndrek Gjini. I was the director of one of the courses that Mr. Gjini completed as part of his work for the MA in Writing (full-time) programme of the National University of Ireland at Galway, in the academic year 2010-2011.

Ndrek Gjini took my course, EN512: Irish Playwrights since the Sixties, in semester one of the MA programme. He is an excellent student, dedicated, disciplined, and with well-developed powers of analysis and expression, both oral and in writing. He is by training a writer, and has published both in English and in his native Albanian. His command of spoken English is near-native, and his written English is better than most native speakers of the language, as he has acquired an extensive knowledge of grammar and usage in the course of his work as translator.

Mr. Ndrek Gjini was awarded his MA with Second-Class Honours, and achieved a high mark in the course I taught. I am happy to recommend him for your consideration, and will be happy to respond to any further queries you may have.

Yours sincerely,

Dr. Riana O'Dwyer, Senior Lecturer in English.

School of Humanities,  
National University of Ireland, Galway,  
University Road, Galway,  
Ireland.

Tel: +353-91-49258

Email: riana.odwyer@nuigalway.ie

10.01.2011

**To Whom it May Concern**

Re. Ndrek Gjini, 25 Lough Atalia Grove, Renmore, Galway

Ndrek Gjini has been a student for the past four years in the School of Humanities here in GMT. He completed the BA in Heritage Studies at Level 7 in 2009 and was awarded a Merit 1. The following academic year, 2009/2010 he completed the BA (Honours) in Heritage Studies at Level 8, achieving a 2.1 Honours award.

Dublin Road,  
Galway

Telephone: +353-91-753161  
Facsimile: +353-91-751107

A native of Albania, Ndrek is an extremely bright, conscientious, and ambitious mature student, who made the transition to the Irish educational system effortlessly. He got on well with his fellow-students and enjoyed working in a team on the various group projects, which were assigned as part of his course work. Ndrek also liked to work on his own initiative and produced some very fine pieces of independent research, in particular for his final-year dissertation. He has excellent communication skills and this was particularly evident when he gave class presentations. His attendance at all his modules was excellent.

Westport Road,  
Castlebar,  
Co. Mayo

Telephone: +353-94-9025700  
Facsimile: +353-94-9025757

Ndrek is very happy and enthusiastic. He is an avid reader and enjoys very much the cut and thrust of political, ethical and philosophical debate, particularly as he was a writer and journalist in his home country. Gentle by nature, he is extremely friendly and outgoing and has always taken an active part at every level in Institute life. Time and again he has demonstrated that he is totally committed to doing his best at any project, which he undertakes

Letterfrack,  
Co. Galway

Telephone: +353-95-742650  
Facsimile: +353-95-41112

I would have no hesitation in recommending Ndrek Gjini for any position, for which he might apply. I believe that he would make a valuable contribution to any group or organisation, to which he would be attached. .

Should you require any further information, please do not hesitate to get in touch with me.

Cluain Mhuire,  
Monivea Road,  
Galway.

*Mary Mac Cague*  
Mary Mac Cague  
Head of School of Humanities  
(091) 74 22 57

Telephone: +353-91-770661  
Facsimile: +353-91-770740





To whom it may concern,

I am delighted to be able to provide a reference for Mr. Ndrek Gjini who was a student in the Department of Humanities at the Galway-Mayo Institute of Technology from 2006 to 2010.

Mr. Gjini was awarded a BA (Honours) Degree in Heritage Studies in 2010. His overall grade was a 2<sup>nd</sup> Class Honour, Grade 1 (2:1). This included a 72% mark in 'Information Management & Multimedia', a 65% in 'Entrepreneurship' and a 63% in 'Project & Financial Management'.

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Dublin Road,  
Galway

Telephone: +353-91-753161  
Facsimile: +353-91-751107

Mr. Gjini's performance in class, fieldwork and examinations has been very consistent and has demonstrated a keen and questioning intelligence. He has attracted attention throughout his years here as a committed student with a bright, colourful and confident personality.

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Westport Road,  
Castlebar,  
Co. Mayo

Telephone: +353-94-9025700  
Facsimile: +353-94-9025757

In my capacity as a lecturer in the Built Heritage aspects of Heritage Studies, and as a co-ordinator of the Heritage programmes, I can say that Ndrek was a great addition to all class groups in which he participated. As a mature student, he brought his wide life-experience to bear on many topics. His vocal interventions and written work were a testimony of his wide-reading and his commendable command of languages. Moreover, he was always trustworthy and was an excellent time-keeper.

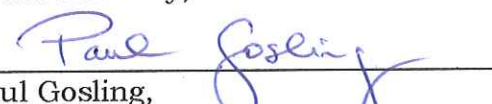
In summary, I would have no hesitation in recommending Mr. Ndrek Gjini as eminently suitable for employment or postgraduate research or training.

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Letterfrack,  
Co. Galway

Telephone: +353-95-742650  
Facsimile: +353-95-41112

Yours sincerely,

  
Paul Gosling,  
Programme Co-ordinator and Lecturer in Built Heritage  
10<sup>th</sup> January, 2011

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Cluain Mhuire,  
Monivea Road,  
Galway.

Telephone: +353-91-770661  
Facsimile: +353-91-770740

Mr. Paul Gosling, BA, MIAI 091-742027 087-9732800 [paul.gosling@gmit.ie](mailto:paul.gosling@gmit.ie)

January 7, 2011

To Whom It May Concern

Dear Sir/Madam,

Ndrek Gjini has been employed by Platform 3 Catering in Ceannnt Station, Eyre Square, Galway, as a supervisor, from 2006 until 2009.

He has proven himself to be an exceptionally dedicated and hardworking employee. During his time here he has been part of a team responsible for running the newsagent, buffet and bar. This necessitates daily handling of cash and we have found his honesty to be indisputable.

Furthermore, he has shown his managerial skills to the extent that he opens and closes the business daily. He has also exhibited excellent customer relation skills. His trustworthiness and integrity have never been in doubt.

Ndrek Gjini is a confident and assertive leader and team member who will, unquestionably be an asset to any future employer.

Yours truly



Neville McGann