

To whom it may concern

Mr Jakub Vokaty, born on 12 April 1994, worked for us as a part-time (30%) data analyst from 1 November 2017 to 31 August 2018.

HSG Alumni is the official alumni organisation of the University of St.Gallen (HSG), which with more than 28,000 members manages one of Europe's largest university alumni networks.

Mr Vokaty's area of responsibility covered

- the analysis and preparation of data in our Microsoft Dynamics CRM 2011 member database, including imports and exports;
- drawing up reports and evaluations for decision-making support with the help of data visualisation and analytics software;
- the maintenance and optimisation of the member database;
- the documentation of procedures and the preparation of instructions and FAQs for members of staff;
- support with regard to the IT concerns of the Head Office of HSG Alumni (procurement, support, etc.).

Mr Vokaty completed all the work entrusted to him confidently and to our full satisfaction. Thanks to his quick perceptive faculty, he soon familiarised himself with his tasks, which meant that he was continually able to assume more responsibilities. In his interaction with clients, i.e. alumni and alumnæ of the University of St.Gallen, as well as with colleagues and superiors, Mr Vokaty was exemplary in every respect. We would like to emphasise his independent way of working and his good analytical skills, in particular.

With the conclusion of his studies at the University of St.Gallen, Mr Vokaty also concludes his work for HSG Alumni. We would like to extend our thanks to him for his commitment and wish him all the best for his private and professional future.

St.Gallen, 31 August 2018



Daniel Knus
Executive Officer



Nicole Züblin
Head of Finance and Services