



# Carter Holt Harvey

Tissue

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## To Whom It May Concern

Vincent Dirks was employed at Carter Holt Harvey Tissue from 10 January 1994 to 12 July 1996. Initially he was employed as an Analyst/Programmer, however on 1 September 1994 he was promoted to the position of Production Planner. During this time he was responsible for the production planning of a sophisticated vertically integrated manufacturing process. This involved meeting weekly sales forecasts in the most efficient manner, scheduling resources, assisting in the launch of new products, and ordering of raw materials. Vincent was also involved in monthly product development meetings and several cross functional Quality Improvement Teams. With the departure of a senior manager on maternity leave, Vincent was requested to assist in forecasting and product development, a role he has excelled in.

During his employment, Vincent became proficient in the use of an MRP II based planning package as well as developing a general understanding of manufacturing business processes. Vincent participated in courses in Performance Planning and Experiential Training which were elements of Carter Holt Harvey Tissue's personal development and training program, and was enrolled in an advanced leadership development programme prior to his resignation. He satisfactorily completed the Ford Advanced Drivers School defensive driving course.

Vincent's work habits were conscientious and of the highest calibre. Not only was Vincent able and willing to follow instruction in specific matters but also showed considerable initiative in developing practical solutions to new problems. Vincent relates well with others in the work environment and has an outgoing personality in social situations.

Vincent resigned for personal reasons, so that he might further his university education. Although disappointed to see him leave, I wish him the best for his future and would have no hesitation in recommending him to any future employer.

Yours sincerely

Kerrin Thomson

**MANAGER - PRODUCTION PLANNING**