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Dear Sir or Madam:

I am writing to confirm that Ms. Sarah Mellman was employed by the Institute for the Theory and Practice of International Relations at the College of William & Mary from August, 2012 until May, 2014 as a freelance translator.

The scope of her work included:

- translating technical policy terms, international surveys and e-mail content from English into Spanish and Portuguese,
- editing materials and preparing these for publication, and
- cross-cultural adaptation of international correspondence and survey texts.

While an excellent all-around translator, Ms. Mellman possesses special expertise in such subjects as foreign policy, development policy and international geographic terminology. She is also capable of precisely translating complex technical documentation.

Ms. Mellman is a very hard-working, qualified and motivated professional. The accuracy of her translations and the ability to work under deadline pressure deserve a special mention.

I would also like to remark on Ms. Mellman's excellent relations with colleagues and clients.

I can without hesitation recommend Ms. Mellman for any translating job or any position that requires in-depth knowledge of Portuguese, Spanish and English.

Please do not hesitate to contact me should you have any questions or require additional information.

Sincerely,



Zachary J. Rice