

**Police Headquarters  
for Eastern Bavaria  
Department E 5**



☒ Polizeipräsidium NB/OPf., Postfach, 93043 Regensburg

Regensburg, 30.04.2008

***Work Reference***

Ms. Grace FRANCIS, date of birth 05.01.1979, was employed as a police employee from 08.05.2002 to 30.04.2008 in Department E 5 (Border Police) at the Police Headquarters for Eastern Bavaria in Regensburg. Besides her administrative tasks (including advanced computer use and programs such as Word, Excel and PowerPoint), she also completed many translation assignments. These included police documents and also papers from international conferences and projects for the European Union.

Ms. Francis has excellent skills in German and English. She completed translations into English and also from English (and sometimes from French) into German. From this she has gained vocabulary from the areas of police work and governmental language, which enables her to translate difficult texts precisely and fluently. She works quickly and completes the documents on time.

Ms. Francis supported us, not only as a secretary, but also especially as a translator. She was a pleasant colleague with a high level of expertise. To our great regret she is leaving us at her own request. We wish her all the best for the future.

A handwritten signature in black ink, appearing to read 'Josef Heisl', written in a cursive style.

Josef Heisl

Managing Police Director