

Sarah L. Thompson

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To Whom It May Concern:

It is my pleasure to provide this letter of completion for **Savannah Kemper** following her internship at **Luxama Travel, LLC**. Savannah served as an **Intern Assistant to the CEO** during her time with the company, demonstrating exceptional skills and dedication to her role.

Internship Details

- **Duration:** September 2nd, 2024 to December 12th, 2024
- **Total Hours Worked:** 140

Responsibilities and Accomplishments

Savannah's role encompassed a broad range of responsibilities integral to the operations and success of Luxama Travel. She successfully completed the following tasks with a high degree of professionalism and competence:

1. Assistant to the CEO:

- a. Supported the CEO by managing administrative tasks and coordinating daily schedules.
- b. Played a key role in streamlining communication and workflows within the company.

2. Client Relations:

- a. Regularly interfaced with clients to answer travel-related questions and provide tailored assistance.
- b. Guided new clients through the **onboarding process**, ensuring a smooth and welcoming experience.

3. Professional Interfacing:

- a. Collaborated with various business professionals to enhance client experiences, including local vendors, hoteliers, and tour operators.

- b.** Conducted **site visits and inspections** to evaluate accommodations and services, ensuring they met Luxama Travel's high standards.

4. Support During Client Trips:

- a.** Provided essential assistance during client trips, demonstrating adaptability and a client-first mindset to address any needs promptly.

5. Language Proficiency:

- a.** Leveraged her language skills to communicate effectively with international businesses and partners, facilitating seamless interactions.

6. Additional Contributions:

- a.** Took initiative in problem-solving and assisting the CEO with ad hoc tasks, often going above and beyond her assigned duties to support the team.

Quality of Work

Savannah consistently exceeded expectations throughout her internship. Her ability to manage multiple tasks simultaneously, her attention to detail, and her commitment to delivering excellent service made her an invaluable member of our team. Her strong interpersonal skills and professional demeanor allowed her to build trust with clients and partners alike.

Final Remarks

It has been a pleasure to work with Savannah Kemper, and I am confident that her experience at Luxama Travel has prepared her for future endeavors in the travel and hospitality industry or any field she chooses to pursue. I highly recommend her for any role that values dedication, adaptability, and excellence in client service.

Please do not hesitate to contact me if further information is required.

Sincerely,
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