



# helsinki zürich

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The 1<sup>st</sup> of November, 2022

## Letter of Reference – Recommendation Letter

### Erin Lee

**Erin Lee** (Lee, Kyeong Min 이경민) from South Korea, has worked in our architect's office from the 29th of October 2021 until the 28<sup>th</sup> of October, 2022. She worked full time (37,5 hours per week).

#### Areas of activity

Project management, assisting design, feasibility study, concept design, design development and detail design; 2D and 3D CAD drawing and visualisation.

#### Projects and tasks:

**K-2 Daegu, Korea international design competition:** concept diagrams, post-production of 3D images and texts

**Agricultural Resources Management Institute building design competition, Korea:** concept design, building design, landscape design, 2D and 3D documents, layout design and written descriptions

**Tarvaspää Atelier Homes, Espoo, Finland:** 3D modelling and visualisation

**Karhusaari Office Building, Espoo, Finland:** 2D CAD drawing

**Swiss Embassy in Helsinki Extension, Finland:** concept design and detail drawing for realisation

**Strömfors Urban Design (Housing), Loviisa, Finland:** project management, urban design, building design, 3D modelling and rendering

**Munkinpolku 8, Terraced House Renovation, Helsinki, Finland;** 3D modelling, 2D drawing and visualisation

#### Evaluation

Erin has a very positive working attitude. She has very good social skills and excellent English proficiency. She can work in a very good manner both individually and in a group. She is motivated, intelligent, diligent, imaginative and generally talented in architectural design. She has very good abilities in detail design. She takes good responsibility of the tasks given to her and does her duties well. She understands easily the wanted tasks and expectations and can also make initiatives by herself. I can warmly recommend her to work in other architecture offices or institutions in the tasks of architectural design.

Yours sincerely,



Antti Ahlava, M.Arch SAFA, professor  
 CEO, Partner, Helsinki Zürich Office Ltd  
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## Sung Yun Maeng

맹성운

Chief Architect, *Sumock Architects & Associates*

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48, Mabang-ro, Seocho-gu, Seoul, Korea

21, October, 2021

To whom may it concerns,

I am pleased to recommend Kyeong Min for your company and excited to tell you why. She is a diligent and hardworking employee whom I greatly enjoyed seven years of working together. She officially started working for the office in 2017, but she first started doing an internship in 2013. This shows her dedication to the work she does. She always makes her move thoughtfully and works on it tenaciously. She shows initiatives in her work. She thinks deeply and through numerous research, tries to figure out a much more efficient way or better way to handle things.

Through the skill sets I mentioned, she managed two house projects, six residential projects, one office building projects on her own. And supported three house projects, three apartment complex projects, two office building projects, more than fifty design proposals and nine design competitions. Kyeong Min is currently in charge of every project's green energy permit process and 3D works in the office.

Her interest does not stop in building design. She constantly tries to learn new things about structures, mechanical systems, electric systems and everything involved with the construction process. Kyeong Min's constant thirst to learn more sometimes makes her hard to stay focused on the matters at hand, but that's also the reason she is strong with conceptual thinking. From supervisors point of view, I think she's steadily on her way to constructing her own ideas about architecture, culture and art.

Kyeong Min keeps her positive attitude through a tight schedule and intense workload. She disarms tensions among her co-workers and tries to understand and be empathetic with the people around her. With these characteristics, I believe she can be a wonderful addition to your company, and I kindly request that you consider her application positively.

Sincerely,

**Sung Yun Maeng**

