

16th May 2019

To whom it may concern

It is a pleasure to write a recommendation for Ms. Francine Carvalho.

In the short period (8th April - 8th May 2019) that she did her internship with us, Francine proved to be an asset. She is quick to grasp and understand projects and its requirements. The content that she put together through her research for an assignment on Mental Health Education was precise and relevant.

Francine also contributed to research and writing for the company website and monthly newsletter.

Francine has a pleasant demeanor, is open to learning and has a positive outlook.

We wish her the very best for her career and in all her future endeavours

Sincerely,

For ICAS India



Tasneem Biviji
Head, Learning & Content Development

Report

Francine Theresa Carvalho 181184

In my role as a *research intern* at *ICAS India*, I was primarily engaged in conducting research for a project on Mental Health Education. The content that I put together was used in a seminar for senior management of various companies. I also contributed to research and writing for the company website and monthly newsletter. I also assisted the staff with their routine activities on a daily basis.

During this internship, I actively engaged with my team that was working on this project from other cities and provided them with weekly updates on my tasks via conference call. This process taught me about the urgency of meeting deadlines and honed my skills of communication, research and teamwork. I also interacted with the team of psychologists at ICAS India that provides an Employee Assistance Program to employees of various Fortune 500 companies. This was an enlightening learning experience that allowed me to augment my knowledge, expand my skills, and develop my abilities in diverse areas.