

C MAX INVESTMENTS 276 (PTY) LTD
(Registration number: 2003/003982/07)
P O BOX 424, JEFFREYS BAY, 6330
12 A Oosterland Street, Jeffreys Bay, 6330
(042) 293 3860
Director: J P Hinton

19 April 2016

TO WHOM IT MAY CONCERN: MRS TAYRENE COOKE

This letter serves to confirm that Mrs Tayrene Cooke was employed by myself in the role as manager to my guest house known as FunkyTown in Jeffreys Bay.

She was employed from 26 June 2012 up until 22 January 2016. She left FunkyTown to join her family in Johannesburg and to pursue an opportunity in the corporate world.

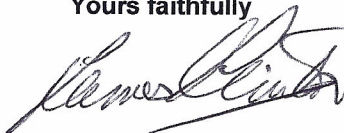
During her employ with me Tayrene was responsible for:

1. The general management of the guest house including staff supervision, daily room inspections, sign off of cleaning check lists, maintenance, guest hospitality and liaison.
2. Management of the Nightsbridge booking system and related search engines such as TripAdvisor and Booking.com.
3. Monitoring of the website and social media pages, mainly the Facebook page.
4. Attending to personnel matters including duty rosters, leave records and medical leave.
5. Interacting with guests and recommendations as to day trips, restaurants, activities and shopping.
6. Security and liaison with the security monitoring company.
7. Monitoring and ordering of provisions including cleaning materials, complimentary provisions and branded water.
8. Printing of marketing material and the authorship thereof.
9. Liaison with industry associates and the Jeffreys Bay Tourism office.
10. Quoting on and hosting of events such as functions, weddings and small conferences.
11. She setup the daily guest invoicing procedures and did banking and preliminary book keeping.
12. Nightly lock up and security activation.

Tayrene is competent in her duties and is excellent with guests.

Should you require any further information, please feel free to contact me on 082 55 72 512.

Yours faithfully



JAMES HINTON