

SHANGHAI TANG
上海滩

29th June, 2017

To Whom It May Concern

Re: Internship Program – Eva Muhr

Shanghai Tang started as a bespoke tailoring atelier in 1994 and now was part of the Richemont Group. The brand has successfully transitioned to a fully-fledged fashion house that has the modern Chinese aesthetic at the core of its DNA. Today, Shanghai Tang supports an international network of over 40 boutiques.

Eva worked at Shanghai Tang from 1st March to 29th June, 2017 as an Intern at the Human Resources Department. During her internship she was supervised by the International Training Manager.

Eva engaged in a variety of HR and training assignments during her 4-month internship program, such as

- Preparing training materials for trainings in Hong Kong, Macau, China and Singapore.
- Supporting various training class by handling training logistics, animating of training presentations etc.
- Supporting the production of the internal Shanghai Tang Magazine by coordinating the work from different departments, animating the layout, images and text.
- Participating in the "Lunch & learn" by designing poster for internal communication, assisting the speaker in presentation creation and managing venue set-up.
- Assisting in the recruitment process of interns, e.g. screening of resumes, interview arrangement and preparation, applicant communication.
- Supporting in the overseas intern application process (e.g. visa application).

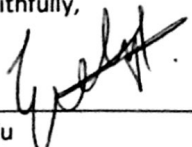
During her internship, Eva was entrusted with two projects. Through the below two projects, she demonstrated her knowledge and capability especially in the area of digital.

- Shanghai Tang Managers' Summit
Eva was responsible for sourcing, identifying, setting up and animating a conference App - aligning the App with corporate image, having all the conference information, e.g. date, time, venue, participant list, agenda etc. Besides, Eva also assisted in designing the team building activities for the participants. Valuable and brand new ideas had been incorporated.
- Training Video Production – New Apparel & Accessories Products
In preparation of the training video production, Eva supported in the creation of scripts for the speakers, arrangement of the new apparel & accessories products, set up of the shooting venue, production of a "making-of video" to record the back of the scene on the shooting day. After the shooting, Eva was able to master the tool - "Microsoft Movie Maker" to fine-tune the quality of the videos and to enrich them by adding subtitles.

Due to Eva's pleasant personality, she integrated very quickly into the team and got along well with different colleagues in the HR Department. Eva showed her enthusiasm and team work by joining with the HR teammates in the talent competition in the Annual Dinner. Thanks to Eva's participation, the HR Department won the championship of the talent competition!

We were delighted to have Eva as our team member. Eva demonstrated her commitment and accomplished the projects in a professional manner. We wish Eva a great success in her studies and a rewarding career in future!

Yours faithfully,



Evelyn Yu
International Training Manager
Tangs Department Stores Limited

Tangs Department Stores Limited

(Incorporated with Limited Liability in the British Virgin Islands)

Office: 25th Floor, Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

Tel: (852) 2808 1880 Fax: (852) 2890 9028 Web: www.shanghaitang.com E-mail: contactus@shanghaitang.com