



5 February 2016

SUBJECT: REFERENCE FOR SUMITA JOHNSON

To Whomsoever It May Concern

Sumita Johnson volunteered online with the Volunteer Knowledge and Innovation Section (VKIS) at the United Nations Volunteers (UNV) programme from 5 May 2014 until 14 July 2015.

During this time, she consulted with the team to support our online learning offer. Sumita designed and developed two standalone e-learning courses titled 'Hosting a UN Volunteer - An Introduction' and 'Cultural Awareness and Intercultural Communication'. She applied instructional design and adult learning principles to create effective and learner-centric modules.

Sumita converted existing UNV resources into engaging, interactive, self-paced, standalone e-courses by using appropriate and relevant instructional strategies, such as games, puzzles, exploratory and clickable graphics, interview questionnaires, and learning aids, such as assignment templates.

As part of the voluntary assignment, she created interview questionnaires to be filled by volunteer managers and personnel to tap into their versatile experience, leadership and managerial skills.

Finally, global and course-specific standard documents were also created that established quality guidelines and checklists for the maintenance and upkeep of the project, hence aligning the project with quality processes.

Sumita coordinated and managed the entire project online, with regular project updates, meeting established project milestones and deadlines while maintaining high standards. The e-courses were tested and fixed for QA issues.

Sumita is a highly capable individual who is professional, diligent, and pro-active. She was able to quickly understand and adapt to the new context, applying her competences to the highest level.

Marzia Baldassari
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