

A Recipe for Success

What do you do?

I am a Business Development Assistant.

Give a short description of what you do on an average day?

My day to day tasks are extremely varied and no day is the same. On an average day I organise meetings, maintain our CRM system, making sure everything is up to date and researching or booking travel.



What training have you undergone?

My training has mostly been on the job, which has enabled me to learn quickly and effectively. This gave me time to figure out how to use our CRM system, finding a filing system that is organised and works best for myself, organisation is a crucial part of my job role. However, in June I will be undertaking day courses which are mostly based on developing my Excel ability.

What opportunities has your qualification/job experience allowed you to do?

Having studied Media at Highlands college for three years, this allowed me to go onto teaching photography at a summer camp in New York for three months. As well as having a lot of fun, this also gave me great experience and opened many doors for my career. Last year I undertook a course with Digital Jersey in Digital Marketing, which has also helped towards my career and gave me a better understanding of how Digital Marketing works in business.

What would be your advice for school leavers and graduates aiming to get on the career ladder?

I would recommend doing courses in your own time, this shows willingness and allows you to understand if the course you are taking part in is an area you would like to pursue as a career. Learning something new is never a bad thing and this could potentially lead you into your dream career.

Favourite inspirational quote?

Sometimes when you innovate, you make mistakes. It is best to admit them quickly, and get on with improving your other innovations – Steve Jobs.

This quote always inspires me, as we all make mistakes, never give up!