

Alice Downie

Degree course	Master of Arts with Honours History
Current year of study:	3rd year
Internship details:	Business Analyst Intern
How long was your internship:	12 weeks



Description of your role and responsibilities?

I designed a coherent and business-purposed records maintenance scheme. In preparation for the School's Professional Services moving to custom built premises, we are seeking to develop a new standardised approach to paper and electronic record keeping.

What interested you in this specific role?

I hope to go into business development when I graduate from University and so I felt this internship would be great experience. I hope to work in a role that is project orientated and this was a fantastic opportunity to gain some experience in this sort of role.

How have you benefited from this experience?

I was given an unbelievable amount of responsibility that I don't think I would have had anywhere else. I was treated essentially like a project manager and was in no way 'babied'. The quality and standard of solution that was expected really pushed me to deliver a solution that was business focused with the necessary features to deliver real impact. I can't quite believe how far I have come through this internship and how many of my skills have developed. I was really thrown in the deep end with this internship and have found myself thriving at the challenge, and I was constantly motivated to build on the necessary skills I was lacking and to meet and exceed expectations. I am leaving with far more confidence in my abilities, with a whole host of examples of competencies to offer potential employers. I am incredibly grateful for this experience and I couldn't have asked for a better start to my career.

What advice would you give to future interns?

Be prepared to work hard, but also be ready to quickly build skills you might not have. The success of your internship is entirely dependent on how much you put in to it, so you have to be motivated and driven.

