

Employed on Campus 2020 Internship Case Study

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3rd year Chemistry student



What was your internship?

People and Money Systems training intern with the Service Excellence Programme

Description of your role and responsibilities

Reviewing training materials (mainly user guides) for quality assurance to check spelling and ensure accessibility and consistency.

What interested you in this specific role?

I was interested in a role in the technology sector and was attracted to the opportunity to deliver and present training material.

How have you benefited from this experience?

Improved my communication skills; discovered new career paths such as change management and systems training; developed a working from home balance; built software related skills (adobe captivate, snag it and Microsoft Teams); developed team working skills in a project based field; strengthened my ability to set achievable goals.

What advice would you give to future interns?

Ask questions; keep a notebook nearby to jot questions, unknown phrases and tasks you've been allocated; staying positive and being up for any type of task/project may lead you down paths you didn't expect but with great outcomes such as discovering a skill/project that you really enjoy/are good at.

Where can we find some of your work?

<https://uoe.sharepoint.com/sites/ServiceExcellenceProgramme/SitePages/Core-Systems.aspx>