

On a day to day basis I am involved in a range of projects and initiatives which are designed to improve the lives of the residents in Sandwell. My role is varied and no week is the same. Part of my role involves arranging meetings with our partner organisations (including Connexions, and the Police) to help make change happen; then contribute to the writing of reports on what has been agreed. My role also involves a range of general administration duties including filing, photocopying, faxing and answering the telephone. I really enjoy meeting a wide variety of people working within a community based organisation; I also enjoy the working environment and the people I work with.

After finishing my GCSE's and A' levels, I graduated from Birmingham University in June 2009 with an honours degree in Geography. Before securing this job I applied for 35 positions. I gained 5 interviews. My advice for anyone looking for jobs is to keep persevering and learn from each attempt.

During my degree, I was heavily involved in the University's Chinese Society; and served as vice president. My role included organising events for the community; chairing meetings and taking the lead in many initiatives. This experience helped me get my current job. I developed a number of skills which I was able to mention on my application form and expand on in my interview. I was able to give real examples of the skills I had developed: teamwork, negotiation and communication.

I am currently doing NVQ 2 in Business Administration. I plan NVQ time into my work and complete most of it in the office. I see my apprenticeship as a stepping stone to help me in my future career. I am gaining insight into what 'real' work is like. This experience can only help me in the future; the NVQ will boost my CV and support my experience.