

Ojt experience



**ASSIGN
BUSTER**

It was an almost 4 months of On-the-Job Training, 363 working hours spent with different types of professionals, 12 co-interns and one educational and remarkable summer spent at Missy Philippines, Inc. I was trained at the BBS Ennoblement department of the company. I was assigned at the RAP Team where we process and maintain a knowledge-base system called the Civilian-RAP Tool. The RAP team is responsible for receiving, processing and maintaining all the inputs from the clients and the consultants which are placed on a knowledge -base system.

I also became a part of the Intranet team where I was asked to create designs and update some web pages of the Intranet site of the company. On a weekly basis, 2 presentations or meeting were held by the JOT team together with our immediate supervisor and the manager of our department where we present the progress of our tasks, projects and also to report whatever initiative we have for the improvement of the tasks of the team.

Personally, my accomplishments were being the lead person for some initiatives of the team like the Quality Control / Assessment project and the update we do for the different account holders from the different regions and countries. Also, I have plopped and implemented a new design for some parts of the Intranet site, taught my co-interns some HTML and CSS techniques they can use for the web development and having presented successful reports to our manager. The working environment at this company is very convenient and pleasant.

Although, most of the time, you can feel the pressure from work, the employees, including us, are well-treated by the bosses. Besides the very

slow processing and progress of the needed documents and the tasks we are concerned about from the HER and Finance department, there is nothing negative I have observed from Missy. As a matter of fact, because of the great experience I had there, I am planning to apply for a position in the company as soon as I graduated from school.

Because of the harmonious working relationship we had in our department, the BEGS, I have nothing to recommend to them. However, for the other departments we are concerned about, if they would just consider the interns also with priority and that there would be no delayed processes on their needs. One thing I learned from school which I applied when I was having my training at the office is the ability to communicate professionally with different types of people specially with the bosses.

I believe I was trained at school how to communicate professionally through the reports, defenses, etc. Which I applied very well at the training. Also, I have learned to deal with pressure at work professionally because at school we are very used and trained to dealing with pressure at projects and at the point where it happened in the company, I have managed to deal with it calmly and professionally which resulted to excellent outputs still. With my great experience at Missy Philippines, Inc. , it was a summer well spent nana n t o - en-Jodi training worth remembering Ana snarling.