

Portfolio

Algie Moreen Baiguen
(Intern)

Terraland Europe
(Company)

May 27 - July 17 2024

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Introduction

My name is Algie Moreen Baiguen, and I am a 21-year-old student currently completing a Bachelor of Science in Business Administration major in Financial Management at Panpacific University Urdaneta Campus.

Currently, I am gaining practical experience as an intern administrator at Terraland Europe. This opportunity has allowed me to apply my classroom knowledge to real-world scenarios within a company specializing in land management and real estate development. My responsibilities include assisting with day-to-day administrative tasks, supporting office operations, and collaborating with colleagues across different departments. This internship represents a crucial step towards achieving my professional goals in the dynamic field of business administration.

Being part of Terraland Europe has given me insights into how different departments collaborate to achieve common goals. This internship has not only strengthened my understanding of business administration but also sparked my interest in pursuing a career where I can make a meaningful contribution to an organization's success. Overall, it has been a rewarding experience that has prepared me for my future career endeavors in financial management and beyond.

Internship Experience

During my internship at Terraland Europe, I served as an intern administrator, actively supporting the day-to-day operations and administrative functions of the company. I assisted in handling various administrative tasks critical to efficient office operations, including scheduling meetings, managing correspondence, and organizing files. This involvement allowed me to develop strong organizational skills and an understanding of the importance of meticulous record-keeping. Additionally, I collaborated closely with colleagues from different departments, contributing to team efforts and gaining insights into interdepartmental coordination processes.

A significant part of my internship involved participating in data entry activities. Ensuring accuracy and completeness of records was crucial for supporting ongoing projects and maintaining data integrity. I also played a key role in the preparation of reports and presentations.

Among the major projects I contributed to, one notable initiative was organizing a company outing event for TE-KC-TUK. This involved coordinating logistics such as venue selection, and activity planning to ensure a memorable and enjoyable experience for all participants. Us admins meticulously managed budget allocations to secure favorable terms, contributing to cost-efficiency and overall satisfaction among attendees.

Skills and Competencies

During my internship at Terraland Europe, I got to learn and improve many important skills for my career growth. First, I became better at handling multiple tasks at the same time and meeting deadlines accurately. This made our daily work smoother and improved how I organize tasks in any job. Also, I improved my communication skills a lot by talking regularly with coworkers. I learned to write clear and short emails and messages, which helped us work well together and get things done efficiently.

Regarding teamwork, I improved my ability to work well in diverse teams. I actively took part in group discussions, which helped me contribute effectively to team goals. I learned to value different viewpoints and use our collective strengths to achieve success together. Attention to detail became a key focus in my work. I carefully maintained records and made sure administrative tasks were accurate. This was especially important in data entry, where I focused on minimizing mistakes to keep the information reliable for ongoing projects.

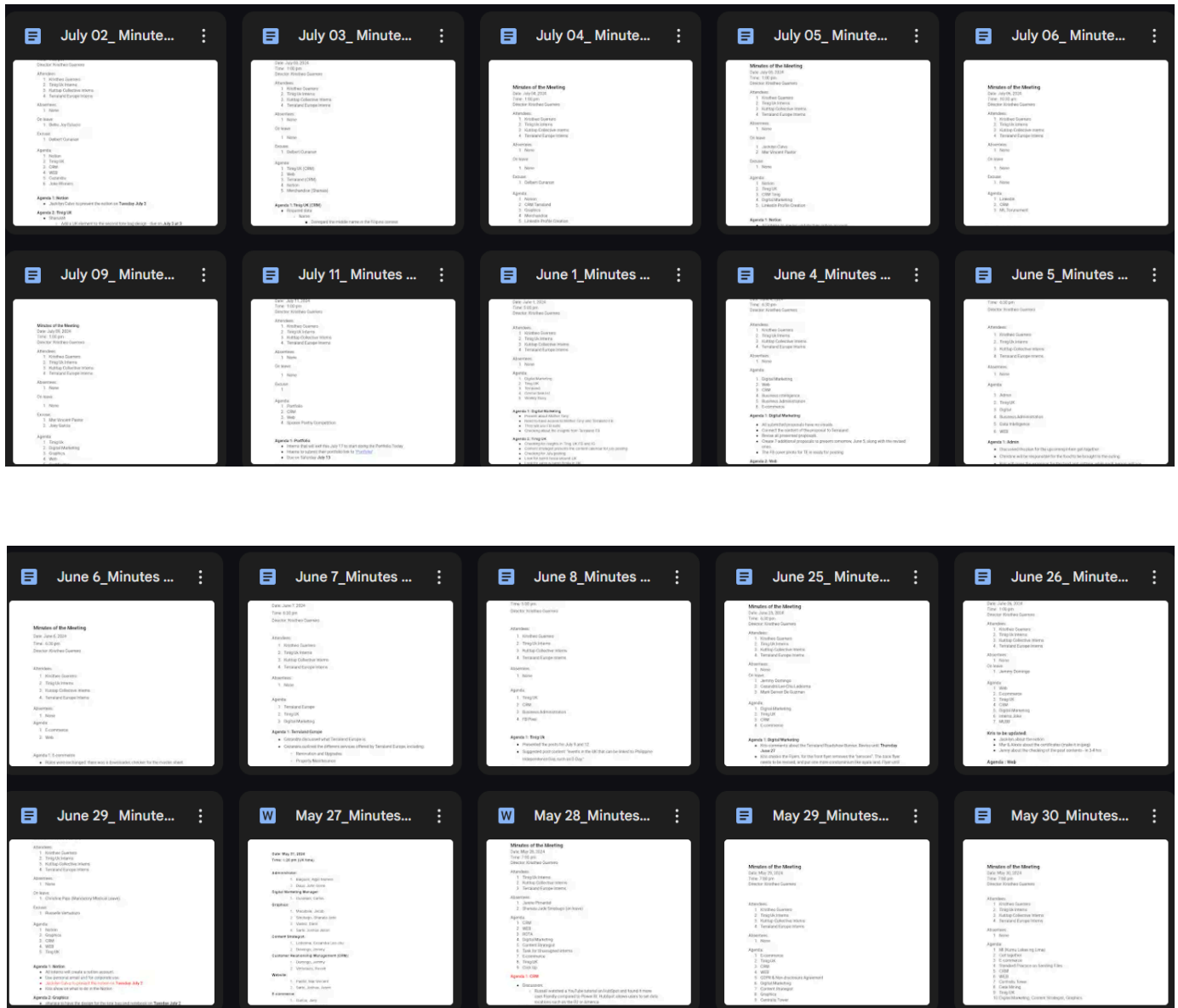
Looking ahead, I can use these skills in different jobs after my internship at Terraland Europe. My improved administrative skills will help me organize tasks and manage projects well, which will make the organization more efficient and successful. Better communication skills will allow me to share ideas clearly and build good relationships with coworkers and partners. Working well in diverse teams will let me contribute to team goals by understanding different perspectives and achieving good results together. Paying close attention to details will remain important for keeping tasks accurate and reliable. Lastly, my improved ability with software will help me create useful reports and presentations that guide important decisions and help organizations grow. These skills give me a strong foundation for my future career in business administration and other fields, where I can make a positive impact on any organization's success.

Achievements and Contributions

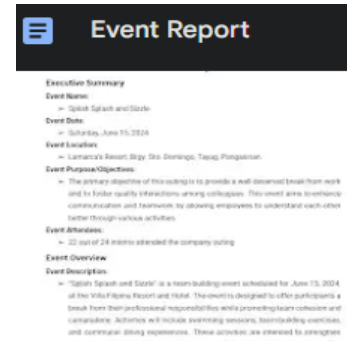
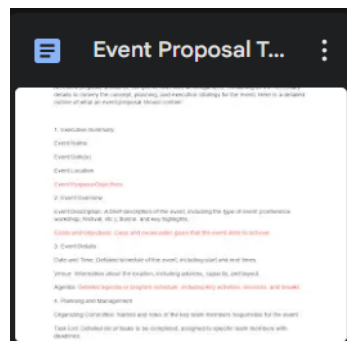
One of my major achievements at work was being part of the team that organized a company event. I played a key role by creating the plan for the event and writing a report afterwards to show how it went. I also made sure everyone knew what was happening by sending emails and memos. This experience helped me show my skills in planning and communicating well with my colleagues. It was a rewarding opportunity to contribute to our company's success and teamwork.

Work Samples

Minutes of the Meeting



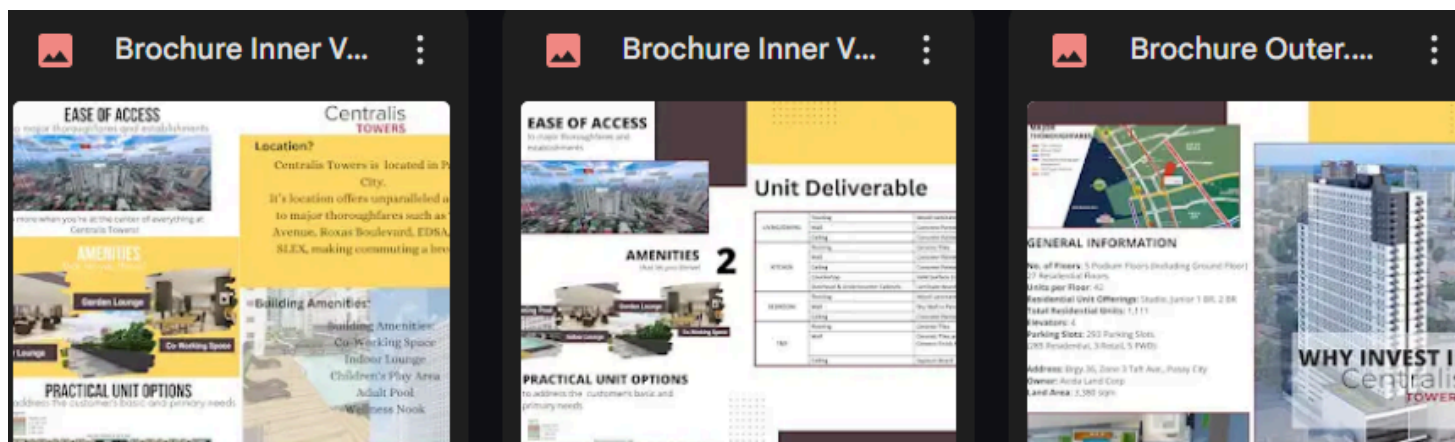
Event Proposal and Report



Consolidated Weekly Diary of Interns

Week 1 Interns R...	Week 2 Interns R...	Week 3 Interns R...	Week 4 Interns ...	Week 5 Interns R...																																																																											
<p>Week 1 Interns Report</p> <p>Client: [Redacted] Project: [Redacted] Date: [Redacted]</p> <table border="1"> <thead> <tr> <th>Member Name</th> <th>Company</th> <th>Task/Notes</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> </tbody> </table>	Member Name	Company	Task/Notes	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<p>Week 2 Interns Report</p> <p>Client: [Redacted] Project: [Redacted] Date: [Redacted]</p> <table border="1"> <thead> <tr> <th>Member Name</th> <th>Company</th> <th>Task/Notes</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> </tbody> </table>	Member Name	Company	Task/Notes	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<p>Week 3 Interns Report</p> <p>Client: [Redacted] Project: [Redacted] Date: [Redacted]</p> <table border="1"> <thead> <tr> <th>Member Name</th> <th>Company</th> <th>Task/Notes</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> </tbody> </table>	Member Name	Company	Task/Notes	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<p>Week 4 Interns Report</p> <p>Client: [Redacted] Project: [Redacted] Date: [Redacted]</p> <table border="1"> <thead> <tr> <th>Member Name</th> <th>Company</th> <th>Task/Notes</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> </tbody> </table>	Member Name	Company	Task/Notes	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<p>Week 5 Interns Report</p> <p>Client: [Redacted] Project: [Redacted] Date: [Redacted]</p> <table border="1"> <thead> <tr> <th>Member Name</th> <th>Company</th> <th>Task/Notes</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> </tbody> </table>	Member Name	Company	Task/Notes	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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Brochure for Centralis Towers



Context of the sample:

1. Minutes of the Meeting - I document the significant discussions and decisions made during our meetings. These notes are carefully compiled and afterwards, we present these comprehensive records to our director for review and reference.
2. Event Proposal and Report - I created an event proposal and report regarding our company's get-together outing.

3. Weekly Diary Reports - I compile weekly reports on each intern's tasks and achievements, which we then combine and submit to our director.
4. Brochure - I created the Centralis Towers brochure for the material pack.

Reflection

During my internship at Terraland Europe, I gained valuable insights into administrative tasks and teamwork. I learned how to juggle multiple responsibilities such as scheduling meetings and organizing files, which sharpened my time management skills and taught me the importance of meeting deadlines. Communicating effectively with colleagues improved as I practiced writing clear emails and messages. Working in diverse teams presented challenges at times, but I learned to value different viewpoints and collaborate towards common objectives. One of the main challenges I faced was ensuring accuracy in data entry, but I tackled this by checking my work and focusing on detail. This internship has strongly influenced my career goals by setting my aspiration to pursue a career in business administration. I am now determined to apply my organizational skills and ability to work well in teams to contribute effectively to future workplaces, fostering teamwork and contributing to organizational success.