

Portfolio

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(Intern)

Kutitap Collective Agency
(Company)

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Introduction

I'm John Gevie Daus, 21 years old, currently pursuing a Bachelor of Science in Business Administration with a major in Financial Management at Panpacific University, Urdaneta City.

As an online intern at Kutitap Collective Agency, where I currently hold the position of Administrator, where I have gained valuable experience in managing administrative tasks. My responsibilities include disseminating information to different departments, organizing files, supporting office operations, and recording important information. This role has allowed me to develop a keen eye for detail and strong organizational skills. Throughout my internship journey at this company, I have also developed excellent writing and communication skills, proficiency in Google Docs and spreadsheets, and a strong ability to manage my time effectively.

During my internship at Kutitap Collective Agency as an administrator, I observed that each department has distinct tasks and priorities, yet they all align with common objectives and goals. One of these is to acquire new knowledge, enhance their skills, and continuously develop their expertise. Through this experience, I have learned the importance of alignment in organizational goals despite diverse departmental functions. Additionally, I've gained insights into how fostering continuous learning and skill development contributes to overall organizational success.

Internship Experience

As an administrator, we are responsible for overseeing the day-to-day operations of the company, ensuring efficient workflow among departments, disseminating information to different departments, organizing files, supporting office operations, recording important information, and facilitating communication between our director and different departments. Additionally, when we have events in the company, we are the ones who create proposals and event reports. Also, when interns participate in contests or tournaments, we disseminate information to them and process their registration to ensure smooth flow.

My key responsibilities are to ensure proper use and handling of sensitive information of interns, such as their emails and phone numbers. I also ensure that I record meeting minutes, specifically noting due dates of tasks for various departments. It is also my responsibility to communicate interns' messages or concerns regarding their tasks to our director. I keep attendance records updated and remind our director of any points he may have forgotten to mention in our meetings.

One of my major projects is organizing a company event, where I created event proposals and event reports. This experience taught me how to plan and outline detailed event proposals, ensuring all aspects from choosing the location and budgeting are meticulously considered. Moreover, creating event reports afterward helped me summarize the event's outcomes, evaluate its success, and identify areas for improvement in future projects. Through this process, I've learned the importance of thorough planning, effective communication, and the value of post-event analysis in enhancing organizational event management skills.

Skills and Competencies

During my internship, I developed and enhanced a wide range of skills critical to effective administration. By disseminating information to different departments I improved my communication skills, both written and verbal. Organizing files and recording important information strengthened my attention to detail and accuracy in handling sensitive data. Recording meeting minutes, specifically noting task due dates, and keeping attendance records updated sharpened my time management and record-keeping skills. Planning and organizing company events enhanced my project management capabilities. Overall, these responsibilities have equipped me with a solid foundation in administrative skills and a comprehensive understanding of office dynamics.

How can I apply the skills I developed and enhanced during my internship? For time management skills, I can apply this to my personal life by organizing tasks and scheduling them so that there won't be any confusion or uncertainty about what I should prioritize. This is important because it gives me an idea of when I will finish the things I need to complete. Communication skills will enable me to articulate ideas clearly and effectively, whether in discussions with friends or family, or when collaborating with my colleagues in my future work. By applying the skills honed during my internship promises to greatly benefit my personal and professional life.

Achievements and Contributions

I created a tracker using a spreadsheet. This tracker has been a significant help to us interns and to our director because they no longer need to search for certain files they need. The tracker contains links to their current tasks and allows our director to easily monitor the work of different departments. One of my biggest achievements is being one of the organizers of a company event. I created the event proposal and event report. I'm happy because it was my first time doing this.

Work Samples

Here are the examples of the works I have done during my internship.

Event Report

Executive Summary

Background

Recommendation

Event Outcome

Time In/Out (Att...)

Name	Time In	Time Out
John Doe	08:00	17:00
Jane Smith	08:30	17:30

Event Proposal ...

Executive Summary

Background

Recommendation


Company Outin...

Executive Summary

Background


Recommendation

Individual Weekly Diary



me

Consolidated Weekly Diary Report



me

July 11_ Minutes of ...

Date: 11/11/2024

Time: 10:00 AM

Attendees

Agenda

July 09_ Minutes o...

Date: 09/09/2024

Time: 10:00 AM

Attendees

Agenda

July 06_ Minutes o...

Date: 06/06/2024

Time: 10:00 AM

Attendees

Agenda

July 05_ Minutes o...

Date: 05/05/2024

Time: 10:00 AM

Attendees

Agenda

July 04_ Minutes o...

Date: 04/04/2024

Time: 10:00 AM

Attendees

Agenda

July 03_ Minutes o...

Date: 03/03/2024

Time: 10:00 AM

Attendees

Agenda

July 02_ Minutes o...

Date: 02/02/2024

Time: 10:00 AM

Attendees

Agenda

June 29_ Minutes o...

Date: 29/06/2024

Time: 10:00 AM

Attendees

Agenda

LinkedIn Profile

Name	Link
John Doe	https://www.linkedin.com/in/johndoe
Jane Smith	https://www.linkedin.com/in/janesmith

Attendance Docum...

Name	Status
John Doe	Present
Jane Smith	Absent

ADMIN TASK tracker

Task	Status	Priority
Task 1	Completed	High
Task 2	In Progress	Medium

Portfolio Tracker

Asset	Value	Change
Asset 1	\$1000	+5%
Asset 2	\$2000	+10%

Context of the sample:

1. Proposals and Reports - Here, I created an event proposal and report regarding our company's outing.
2. Time In/Out Attendance - In this task, I record the daily attendance of my colleagues.
3. Weekly Reports - Here, I organize the reports of tasks and accomplishments of each intern at the end of the week , which we consolidate then submit to our director.
4. Minutes of the Meeting - In this task, I record the important points discussed during the meetings, which we then provide to our director.
5. Tracker - We update the tracker daily. This tracker contains links to their current tasks and allows our director to easily monitor the work of different departments.

Reflection

During my time as a student intern at Kutitap Collective Agency, I discovered many things about myself and developed and learned various skills. One thing I learned is that I am capable of handling the duties of an administrator. On my first day as an intern, I was wary of being assigned this position because I knew an administrator had many responsibilities, such as answering emails, disseminating information, and communicating with various intern departments and I was aware I couldn't handle it because I wasn't used to them. However, as days and weeks passed, I became accustomed to the tasks assigned to an administrator and I can say that I now enjoy it. The workflow has become smooth and efficient, thanks to my fellow admin and our director who guide us on what to do and provide tips on how to make our jobs easier.

My internship journey at this company has been more enjoyable because of the guidance and care provided by our director to us interns. I can say that he has not fallen short in any way, as he always ensures that we learn as much as possible to prepare us for our future jobs. Additionally, he provides us with incentives to motivate us in our work. One of the biggest incentives he gave us was sponsoring our company outing. Because of this outing, we got to know our colleagues better, and it helped develop our interpersonal relationships, which greatly benefits our work by facilitating easier communication between each other and across different departments.

I am very grateful for this internship because I have learned many things that I can truly use in my future job and in my daily life. Thank you for this internship because it gave me the opportunity to get to know myself, develop my skills, acquire new knowledge, and interact with new colleagues and friends.