

Work Experience placement

<b>Work Experience Report</b>	
<b>Work Experience Dates</b>	June 14th, 2007 to June 25th, 2007
<b>Employer</b>	Foursided Circle Pty Ltd
<b>Position</b>	Receptionist
<b>Duties Student Performed</b>	Greet visitors, contact staff, answer the telephone, prepare board room for conferences, prepare conference information satchels, make name tags, photocopying, filing and general errands.
<b>Patrick's comment</b>	This was a great place. I met some well-known people. Answering the telephone was scary at first, especially if more than two lines were ringing at the same time. Photocopying was boring at first till Sandra (the receptionist) showed me how to make booklets. Then I got to do some creative stuff and could pick the colours for the cover and that. I would like to work in this sort of role as long as it is a busy place.
<b>Employer's comment</b>	Patrick quickly fitted in to our organisation. He listened carefully to instructions and never had to be told a second time. Patrick dealt very professionally with our clients and some of them didn't guess that he was a Work Experience student. He was very methodical in his approach which really suits our company. Patrick became a very valuable asset to our team and we are going to miss him. We would be happy to have Patrick back for work over the Christmas school holidays.
<b>Visiting Teacher's comment</b>	Patrick was clearly very comfortable in the receptionist role in this organisation. The staff all spoke very highly of his commitment and work ethic.
<b>Patrick's Career Pathway</b>	This experience has been invaluable for Patrick who could not envisage himself as anything other than a musician before the placement. Now Patrick has a much better understanding of how he can undertake jobs that will still be in the music industry but not limit him to one area within that industry.
<b>Teacher:</b> Ms Lana Booth Work Experience Coordinator	June 2007