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Career Field Experience

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### **Mount Clemens Treasurer's Office**

“When people go to work, they shouldn't have to leave their hearts at home.”-Betty Bender. This was a once and a lifetime opportunity and I am so thankful I was offered this chance. In my Career Field Experience class, I was required to scan and enter all of the past foreclosed parcels so they could be packed to move to their new office; I did this twice a week. I was able to track my progress through my list of foreclosed parcel numbers. In my opinion Career Field Experience is a unique class because it has given me a foot into the business world and has helped me gain experience in an office setting. For ten weeks I learned that even the tedious parts of business are important; also that all the moving parts of offices have to work together and rely on each other to brainstorm and come up with the best solutions. While reflecting on my overall learning experience in this class, I will outline the three employability skills of professionalism, organization, and responsibility.

#### **Professionalism**

I think Professionalism is a major skill needed in any professional setting, especially in an internship position. I believe I was very professional during my time in the office. I wore business attire to work everyday and was very cooperative with my colleagues. I believe that my

colleagues had a respective impression of me, seeing as they included me in on the small talk and gossip. I have learned that not everyone acts as professionally as they should after being there forever, I think that they just get comfortable in their positions.



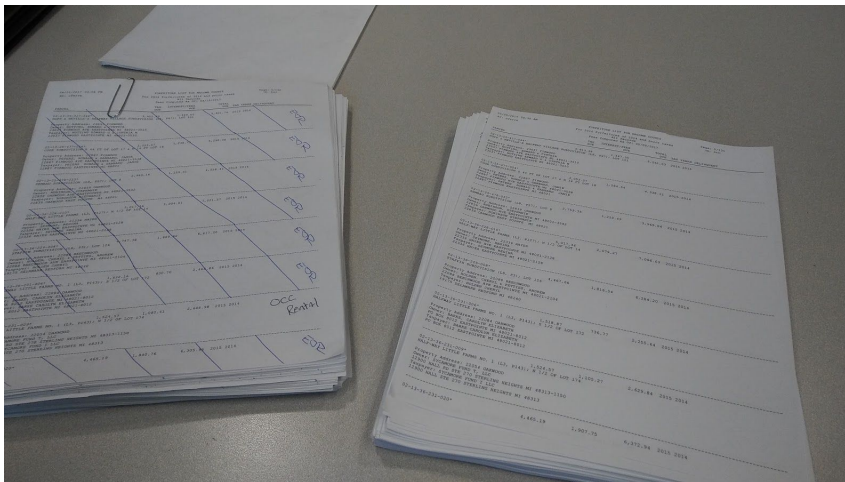
## **Organization**

During my internship, I've learned that organization is a huge factor in being successful in a business setting. Organization is a huge part of the office because they hold most of the records of any house that has been behind on their taxes. Clients will ask for records from years ago, and without organization they would not be able to help their clients.



## Responsibility

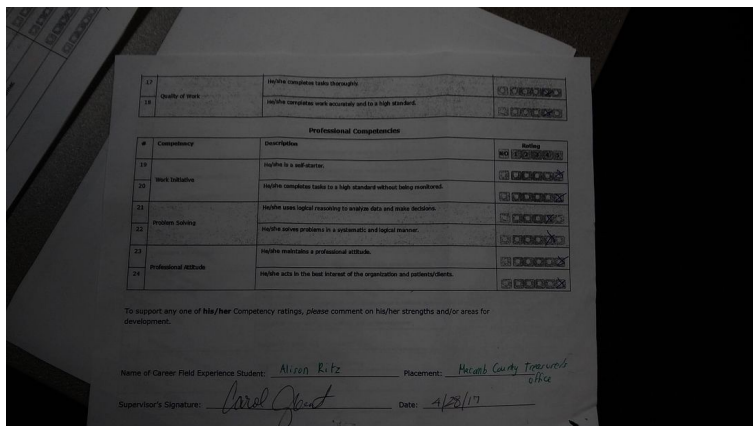
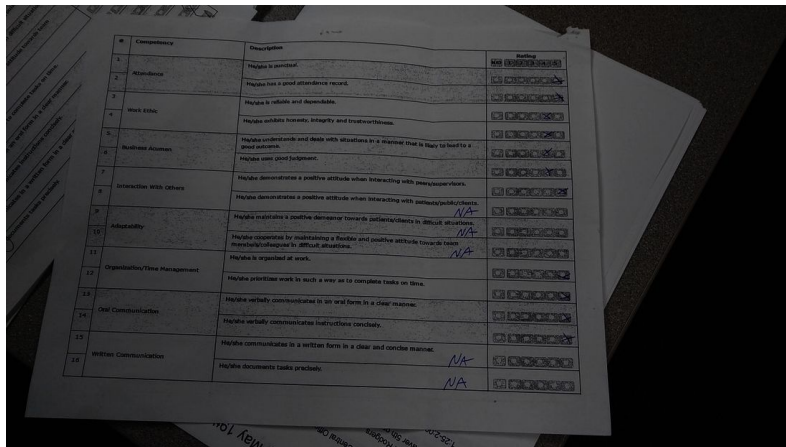
I was responsible for being my own supervisor, and making sure I was being very efficient with my work time. I also had to be responsible for making up for lost time when I had to miss or get put on a different project. I also had to be responsible and fix my mistakes I made during my make up time.



## Final Evaluation Reflection

After reviewing my employer's feedback I realize that I'm a well-rounded employee. I do anything I am asked, I work well with others, and in a professional matter. Based on what I scored lower on, I should work on having better problem solving skills and have better judgment.

I can see why I scored a bit lower on problem solving, because the first few weeks I had no idea what I was doing and constantly asked questions, but to be fair I had little instruction from my supervisor. It surprised me to see that I scored lower on the integrity and honesty part. I put my best into all of my work, but there's always room for improvement.



## Conclusion

This class has made me see that I really like the idea of going into business. It's made me cross accounting and finance off my list. It is a great position but I don't think I would love working in this field my whole life. This experiences has also helped me overcome my hatred of office jobs. I've always feared that if you worked in an office it would be boring and isolating, but now I see that it isn't so bad. I recommend this course because it honestly is so beneficial to

anyone who really thinks they have an idea of what occupation they want to have. This is a great way to see if you truly would be happy in that position before investing your time and money into it. An experience I will never forget is when my boss told me that her bosses said that they were proud of my work and wanted to keep me because I am a hard worker. Hearing that made any sort of anxiety leave my body. I plan on continuing my position over summer to get more experience in the business field and then look into other branches of business I would be interested in; I'm thinking management or marketing.