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## **SUMMARY OF OJT EXPERIENCE**

In the company that I had my OJT, I learned a lot. It may not be merely about computer programming which is my major, but it's really about office works. I really observed that in the real world of work you should be flexible and knowledgeable in all ways.

I experienced filing, photocopying and answering phone calls. I think these things are the basic and primary things you should know because these things are most likely the daily routines in the office and these are very essential. I was very glad because personally I get some sort of values in the midst of my OJT. I value the essence of organizing things for easy and convenient purposes. These things may sound very easy and simple to do but I consider it valuable because of the trust that the company gave me through holding those important files and entrusting them to me. I was able to be time management wise person because of the works in the office. I also answer phone calls, this may sound funny but I did experienced talking to some executives over the phone. But gladly, I did it successfully and it was overwhelming at the same time.

Because of my knowledge in making digital layouts or designs the company ask me to make layout and designs for them, the layouts mostly contain guidelines for people. I really always take extra precautions while making the layouts because I might get errors, then it would be a big problem and a waste of time for the employees as well.

Aside from the layouts and designs, I sometimes release business permits these permits are for business owners who owns businesses in the barangay, I have to make sure that every requirements that the barangay needed for the business owners is already submitted before I release their permits.

Aside from releasing permits I scan files. It is tiring honestly because I had to attend a lot of papers and I have to do it one by one, the files are very important because it is submitted to the city hall.

Aside from scanning files, I was asked by the secretary to help in making an annual report of the barangay, I was so satisfied when we got to finished the report because it is my first time and it actually turned out great and we were able to submit the report just in time.

Aside from making reports, I troubleshoot computer related problem, like fixing errors in the programs or if there are any problem with the computer and its devices.

Another job I did was to make video reports for the assembly of the barangay, I learned a lot of video editing because I don't really have a lot of knowledge with it and it actually made me happy because I learned new knowledge and skills because of it.

Above anything else all the works and task given to me are all meaningful part of my experience as a trainee in the company. They may be simple and easy but they are essential in molding me to be a better person in my future workplace.