

Day 1:

On the first day of work experience, I arrived 20 minutes early. My employer then had me wait in a waiting room and brought me into the meeting room to begin what I was to do. He explained that I was going to be doing mostly data entry. I went to my desk which was situated in the corner of the room. The majority of people had that Monday off so I was on my own. I began to enter the cheques and receipts of the client that was assigned to me. During lunch I met up with my friends. Lunch was between 1:00 - 1:45. The software that I was using worked, however I found it quite clunky at times, as it would occasionally and randomly lock me out of editing certain values, which was quite annoying.

Day 2:

I came into work 5 minutes early, as I would for every day here on out. There were substantially more people in work today so I had the chance to meet them all. Today I worked on the payments of the client as well as the bank reconciliation. This process was quite annoying as the days the cheques were received did not line up with the days they were cashed, meaning sometimes there would be a discrepancy that would loom in the reconciliation for months. I continued to meet my friends at lunch.

Day 3:

Today I continued to work on the bank reconciliation as well as sorting the file cabinets, as they had ran out of work for me to do today. Sorting the file cabinets was quite energizing as I was able to move around and learn which letters go where. After I had finished sorting the file cabinets, I "was left with only the boring work to do," and stood shredding confidential documents for a while. There was a massive window next to the shredder and the sun shone through strongly, which irritated my eyes. At the end of the day I was told that I could leave on Friday at lunch. I continued to meet my friends at lunch.

Day 4:

Today I was sorting through receipts that the client I was assigned had provided. In the receipts I was told that I had to look for any that were from them. However, there were none from them, which meant that my work was cut short. That day I was also left to simply shred confidential documents. At the end of the day I was told that I didn't have to go into work on Friday. I continued to meet my friends at lunch.

Day 5:

On Monday, I came back to work. They had prepared significantly more work for me today, however my boss was in a meeting at the beginning of the day, so I had to shred more documents while I was waiting for him to assign me a client. Once he was out of the meeting, he assigned me a client whose data I began to enter. I entered all of the receipts, however there were many more as this business was quite large. Instead of entering the receipts in from a bank record, each receipt was a PDF file on the database. I was able to use the 2 monitors that were on the desk, using one to open the PDF files, and the other to enter the data. I continued to meet with my friends for lunch.