

Academic and Employability Skills

(BMSW4001)

Reflecting Report

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Introduction

As a young and motivated student, I have found myself many times in difficult situations, where I didn't understand a topic, or I was confused by the vast amount of resources.

Buiding this reflecting report allowed me to understand better my strengths and my weaknesses, also to appreciate better the value of reflection.

In this report, I would like to reflect on the topics which attracted me the most, and I believe are the most important for the Academic and Employability skills module.

As I will write, I will go through the following topics:

1. Time management
2. Referencing
3. CV writing
4. Cover letters

1. Time Management

Time management was a topic covered in Week 1B, under the lesson Organising Study.

I have always known that time management is one of the most critical skills in any aspects of life, but I have always preferred to be opportunistic and unpredictable in my decisions; therefore I didn't give much attention on this aspect.

By reading the materials provided, I have put myself on an experiment and tried to plan my actions for a week, using the weekly calendar template.

I assumed that planning your actions could bring disappointments in the case of not achieving your set tasks. I have also believed that planning your life will destroy the mystery and beauty.

Considering these facts, I gave it a go, and I have realised that writing down the tasks, and planning them could be the most efficient way to organise your life.

By using this method for one week, I have felt many improvements regarding my satisfaction and will to work.

Knowing already what I had to do and having a time set for each task, I was able to achieve more duties in one day, than I have imagined. It is not just useful for planning for studying hour, but also for the day by day tasks. I have realised how much time I was wasting just because I wasn't sure what to do next or what tasks to prioritise.

I consider that to keep a weekly calendar it's efficient not just because it's organising your life, but also because after each day you have a sense of self-satisfaction, looking at the duties achieved in that day. You are feeling more responsive to your own life and more motivated to wake up the next day and to start again.



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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8-9	Work	Work	Work	Work	Work	Brief-before classes	Brief-before classes
9-10	Work	Work	Work	Work	Work	Classes	Classes
10-11	Work	Work	Work	Work	Work	Classes	Classes
11-12	Work	Work	Work	Work	Work	Classes	Classes
12-13	Work	Work	Work	Work	Work	Classes	Classes
13-14	Work	Work	Work	Work	Work	Classes	Classes
14-15	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
15-16	Work	Work	Work	Work	Work	Laptop-Work	Laptop-Work
16-17	Work	Work	Work	Work	Work	Shopping	Documentary
17-18	Work	Work	Work	Work	Work	Cleaning	GYM
18-19	Work	Work	Work	Work	Work	Reading	Reading/Laptop work
19-20	Shopping	Dinner	Dinner	Dinner	Dinner	Reading	Reading/Laptop work
20-21	Dinner	Gym	Cleaning	Laptop-Work	Gym	Out	Reading/Laptop work
21-22	Reading	Reading	Laptop-Work	Reading	Laptop-Work	Out	Laptop-Work
22-23	Reading	Reading	Reading	Reading/Documentary	Reading/Documentary	Laptop-Work	Documentary
23-24	Shower/sleep	Shower/sleep	Shower/Sleep	Shower/Sleep	Shower/Sleep	Shower/Sleep	Shower/Sleep

2. Referencing

Before taking this course, I have thought that referencing is just a simple way to acknowledge someone's else work.

After the lesson about referencing, I have understood that there are more types of reference, depending on the source that you take the information.

I have been able to use this information in my essay and in my presentation, referencing the information in text and also in the bibliography.

I cannot tell that I am 100% sure about how to cope with the referencing process, but I bet that this will become more easily by repeating the process.

I will use this knowledge all the time in my academic work, and I am grateful that this topic was covered in such great detail.

3. CV Writing

I was not a CV expert writer, more or less I was counting on the Word templates when needed, and I didn't have such detailed knowledge about what should be included in a CV and what not.

In Term 2 of this module, CV writing was covered, and I have understood how important is not just the aspect of the CV, but also the correlation with the job that I want to apply for.

With this course, I was able to undertake precious knowledge about the information that should be included in the CV. Also, I know now how to match the CV with the description of the job/position.

This module helped me to remake my CV in accordance with the key facts that are solicited by the Employers.

By using the tips and information given in this course, I was able to create a good CV which can allow me to draw attention to my application and eventually gain the job.

I want to attach to this report a copy of my CV in order to show that I have explored and used the information explained.

This information is vital for anyone, and I will use it in the future.



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IONUT GABRIEL MITITELU

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With more than three years of experience in customer service, shipping, courier and removal services in the UK, I can become a crucial member of any company. My skills are based on previous experiences with companies as Amazon and AnyVan, including excellent time-management and punctuality, exceptional leadership abilities. I have a vast knowledge of administration and I am a talented driver. As I have studied Plant growth in a controlled environment and Horticulture, I have developed excellent skills in this field too; I am also patient, with great ability to work under pressure and determined to achieve all my objectives.

#readytowork



WORK EXPERIENCE

Warehouse Supervisor

Ormos Foods - London
November 2019 to Present

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.

On Site Manager

OTLL SOLUTIONS - London
June 2019 to November 2019

- Leading or supervising a team.
- Management of the fleet of vehicles in accordance with company policies and all legal requirements.
- Accountable for overall capacity vs demand planning for the warehouse.

Driver/Courier

Amazon - London
June 2018 to June 2019

Greenhouse Manager

Rosa Danica - Odense, DK
November 2012 to April 2017
Denmark)



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Cleaning Assistant

GastroService ApS - København, DK
June 2012 to October 2012
Denmark)

Farmer assistant

Krøjgaard Peder - Herning, DK
August 2010 to May 2012
Denmark)



EDUCATION

Certificate of Higher Education in Business and Management

University of Wales Trinity Saint David, London Campus - London
February 2019 to Present

Diploma of Higher Education in Horticulture

Kold College, Odense - Odense
December 2012 to May 2016



SKILLS

- English C1
- Danish A2
- Native language: Romanian
- Excellent sales and negotiation skills
- The ability to motivate and lead small and large team
- Excellent communicator
- Good planning and organizational skills
- The proven ability to work calmly under pressure
- Social Media/ Network
- Office (WORD, EXCEL, POWERPOINT), Google Drive.
- Logistics
- Shipping
- Warehouse Inventory
- Shipping Receiving
- Customer Service
- Customer Care

4. Cover Letter

Before this course, I did not know the importance of the Cover Letter, thinking that this document is needed for some particular job position, and just if it's demanded.

After taking the course and researching the tasks given by the module leader, I understood that a Cover letter it's an essential way of describing yourself in more details. This way is dragging attention to the critical aspects of my experience and skills and matching them with the job description. I consider that using a Cover Letter when applying for a job it's creating a bond between the employee and employer and it's increasing the chance of getting the position.

The same as with the CV, a Cover letter needs to be created depending on the job description and to outline the skills and abilities required to form the employer.

Also, creating a link between transferable skills from one job experience to the one that you wish to have.

As I know now how to create a Cover letter, I am very sure I will use this information in the future and also I will look for it when I recruit my employees. I want to attach a cover letter written by me following the task given, where I have chosen the job-Project Manager.

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Ionut Gabriel Mititelu

Reading, UK

05/07/2020

Dear Mr/Mrs/Miss/Ms

I wish to apply for the role of Project Manager, currently being advertised on Reed.co.uk.

Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over three years of experience in the installation industry, and I believe my developed skills and knowledge during this time make me the right/perfect candidate for the role.

In my current role as an On-Site Manager at Amazon, I have been responsible for:

- Managing the financial process of the projects (application /invoicing /variations etc.)
- Managing the project team
- Ensuring that standards of health and security are met
- Ensuring that the projects are completed by the deadline
- Monitoring the team and leading the tasks where needed

All of this, coupled with my enthusiasm and dedication, *excellent ability to work under pressure, punctuality and exceptional leadership skills* has helped me to undertake important tasks and to accomplish essential projects. I am confident that I can bring this level of success with me to your organisation and help this company to grow by inducing innovation, enthusiasm and organisation to the highest standards.

With my previous experience and expertise, I believe my contribution will have visible effects on the company development and will allow me to create a strong bond between the team and management.

Thank you for your attention.

I look forward to discussing my application in an interview.

Yours sincerely

Ionut Gabriel Mititelu



Conclusion

As a conclusion to this report, I would like to outline the importance of these four lessons present in the Academic and Employability Skills Module.

From my point of view, the tasks set and the exercises which were given were instrumental in understanding the process of referencing and time management. Also, the templates provided and the guidance were constructive in creating a proper Cover Letter and a suitable CV.

I am glad that I have been paying attention to these lessons, and I consider these are necessary information that I will be using for a long time from now on.