

A DAY IN THE LIFE OF...

GLOBAL COMMUNICATIONS PLACEMENT STUDENT



8:30am – I arrive in the office, grab a coffee. Draw up a priority list for the day and respond to emails.

9:15am - I focus on my internal comms work in the morning. I start by analysing trends in colleague engagement for our intranet news stories to track the monthly performance of our communication strategy.

10:00am – Today I'm co-ordinating colleagues on a photoshoot for an internal campaign. It's rewarding to work on projects such as this where I'm involved from start to finish.

11:15am - Attend a mentoring session with the other placement students to check our progress and expose us to other areas of Infineum through a guest speaker.

12:00pm - Either go to lunch with my team, attend a Toastmasters meeting to improve my public speaking and leadership skills, or consider money applications by local causes as a member of SMILE, the Infineum community outreach team.

1:00pm - In the afternoon my focus switches to events. I may have a call with an agency to review their proposal. I've learnt to ask the right questions, being mindful of the event objectives, budgets and timelines.

2:00pm – I meet with speakers to help them improve their presentation packs and delivery for an upcoming conference. Colleagues are always grateful for our help!

3:30pm – Brief a supplier to quickly adapt and print marketing collateral for an event. No matter how much you plan, things can change! So its important to maintain good relationships with your suppliers.

4:00pm – Finally I review our global events plan with my line manager to ensure we are on track for upcoming event deadlines, while also considering priorities and commitments made in my other work.



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“It’s important to make yourself as sellable to employers as possible and a placement year with Infineum will help you do that. While at Infineum, my confidence has improved and I’ve developed professional and personal skills which will not only help me in my future career but also in my final year of studies at Cardiff.”



Performance you can rely on.



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