

ALUMNI In Focus

Current Job:

**Licensed Assistant,
Ridgestone Financial Services**

What her job entails:

Managing daily operations at Ridgestone Financial Services in Thompson, Manitoba. This includes a variety of administrative tasks as well as meeting preparation, conferences and responding to inquiries.

Future Plans:

I recently obtained my Life Insurance License in January this year. I am studying for my Mutual Funds License, so I'll be dually licensed. I am really enjoying my career with RidgeStone Financial Services and I have considered continuing my education with UCN, in the Business Administration Program, in the future.

How did your UCN Degree Program help launch your career?

The Administrative Assistant program gave me the tools I need to do my job effectively. With having to know how to complete tasks in my current role, it helped me gain confidence and the ability to move forward in my career.



**Harkiran
Kaur**

**Office Assistant
Program,
2018**

How did your UCN Program help you achieve and advance your career goals to-date?

While attending UCN, I used this opportunity to meet new people. Being new to Thompson, UCN gave me the opportunity to get to know the community and the culture. I really enjoyed my time at UCN.

What key competencies did you acquire?

In terms of skills, I have learned communicational skills (verbal as well as written), organizational skills, time management and problem solving skills. These are the examples of few skills that are used in the office on everyday basis. This program helped me to improve my accounting skills too.

In terms of knowledge, I have learned many things, for example: Microsoft office (MS Word, Excel, PowerPoint, Access, Outlook) and keyboarding (one of the most used things in office is typing and I was one of those students who never typed without looking at the keyboard).

Anything else you would like to share to encourage prospective students?

Being new to Thompson, I thought it would be hard to be away from family, but I never felt like I was away from family. You never feel lonely; there is always someone around whom you can talk to.

Instructors are always willing to help you, they know where you are struggling, you just need to talk to them! It's awesome that UCN conducts numerous events every year to encourage and motivate students for successful career starts. UCN teaches you to be strong, not to give up and give your best in everything.