



SAM ATKINS

**Senior Administrator and
Office Supervisor**

YEAR OF LEAVING: 2007



INSPIRING LEARNING

What was your favourite subject at school and why?

My favourite subject was always History. I love learning from the past and some of the unbelievable stories that people have to tell is fascinating.

What have you been up to since leaving school?

I went off to uni to train to be a teacher, but unfortunately that career didn't pan out and I realized that college/university just wasn't for me. I've worked in insurance, accounts and document control which I've stayed in. I've been married, and divorced, but have a beautiful little boy

What experience and qualifications do you need to do your job, and do you have advice for current students looking to go into your sector?

To do my job, I undertook my AAT Accounting Technician Level 2 Certificate, ISO 9001 Internal Auditor Qualification and NVQ Higher Level 4 Diploma in Business and Administration. I have mostly done this in the engineering/construction industry and worked my way up. My advice would be to start at the bottom and work your way up, that way you learn the different departments and how everything runs and works together. This knowledge is always good for progression.

What is one piece of advice you would give to current students?

It's not all about going to university. I tried it, twice, and it just wasn't for me. All of the qualifications I have, I gained in my mid-late 20's. Sometimes it's fine to take your time to decide what you want to do. It's ok not to know everything you want to do at the age of 16/18.

What challenges have you faced in your life so far, and how have you overcome them? What is your next big goal?

A big challenge is obviously being a single mum and trying to build a career. It's been tough but I love where I am now and I hope I'm making my boy proud and that he can see nothing can hold you back if you work hard enough for it. Working full time and gaining and NVQ whilst on the job was challenging also, but I now have a career I love at a business I enjoy working for that has great prospects for progression and travel opportunities. I'm also looking forward to undertaking a full Business Degree, then hopefully my Masters in the coming years.

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