

UEA Current Student Internship Experience: Operations Analyst

Why should I seek Internship experience?

Participation in an internship experience offers pathways to many potential benefits to any student. Beyond the benefits of professional experience and recruitment opportunities, an internship, above all, allows you to develop a greater understanding of your own strengths and weaknesses to assess yourself, to determine your career goals and to refine them depending on your skills and interests. In an era with a surplus of graduates, it is now almost crucial for you to start thinking about your career whilst completing your education.

A common career destination of Economics graduates is in financial services. Despite the bearish outlook of the banking/finance industry, financial institutions remain strong in recruitment and internship opportunities are contrastively abundant.

What did you do during your internship?

During my internship, I was responsible for the timely administration of investment portfolios belonging to both private and corporate clients of the bank. My primary responsibilities, among others, include processing trades that have been matched, as well as to liaise with brokers and custodians to ensure that the aforementioned trades are successfully completed.

At times, several opportunities were opened up to me during my internship. For instance, there was once when I was called in early to assist with the Compliance Department in sorting out some of the old accounts via conference call from executives in several locations in Canada. One enjoyable experience was when I was given the opportunity to have dinner with a Senior Compliance Officer from the branch office in Jersey (UK). There were also random perks such as gifts from other banks – my most vivid memory of which being some highly expensive pastry, compliments of J.P. Morgan Chase Bank.

Name: Tan Jun Jie

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Location: Singapore

Degree: BSc (Hons) Economics

Year: 2

Employer Website:

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Jun Jie's tips for gaining an Internship

- Start early. There are many opportunities out there but starting early can potentially give you a headstart in the internship you're after.
- Do your research. Start thinking which company and department you would like to intern in. Figure out which company/department is the best fit for you. Be sure that you can present yourself and your skillset well, tailored towards the specific position you are looking for.
- Application forms can be daunting and cumbersome, but they are the first round of screening done by the HR department and may potentially cripple your chances. You can save your application form upon completion and get it read before submission – the University's Career Centre can give you feedback on your application form, just print it out and book an appointment with them.
- Even if you get rejected, do not take it too personally – it is not your credentials in question. Stay confident.