

**Name:** Katie Burke 4<sup>th</sup> Year BBA Business and Management

**Placement Partner Organisation:**  
Takeda Pharmaceuticals Ltd



### **Job Description:**

I completed my internship as the Human Resources & Administration Student. I supported both departments on day to day activities and department projects which included the onboarding and induction of employees, recruitment, system support and employee relations.

### **What I Did:**

**Start Date:** June 2017 **End date:** July 2018

I organised the Induction for new employees in both the Bray and Grange Castle sites. I supported with recruitment activities such as scheduling interviews, completing reference checks and conducting interviews with a number of department managers. I assisted with day to day tasks such as updates to policies and procedures, maintaining employee records and support with the training management system. I supported Admin with any employee queries, on site events throughout the year and completing the migration of the HR team site to the new Office 365 platform.

### **Learning Outcomes:**

- I improved my organisation, time management and teamwork skills immensely having to work through a high volume of work in a fast paced environment.
- I had completed modules in both HR and International HR . This gave me the opportunity to apply these theories to practice completing my internship in a multinational corporation especially in the areas of employee performance management, training and recruitment.
- Human Resources is definitely a career path I am now considering after college, especially with the exposure I received while on placement.
- I am now working part-time within the HR department supporting on various projects within the areas of recruitment, Office 365 Team Site and GDPR.

**Contact:** Placement Office [placement@mu.ie](mailto:placement@mu.ie)