

A Day in the life of...



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MY ALARM GOES OFF...

My alarm goes off at 6am. I start my day with gratitude to life for having 24 brand new hours to live. I get dressed in sports clothes and I go for 5k brisk walk to Greenwich Park. In the park I also do some stretching and meditation. I get ready for the office and (not in lock down) I go to the office via DLR. During lock down, I prepare my desk, open my laptop, get connected, and look at my emails in order to add items to my to do list.

I'M RESPONSIBLE FOR...

I am Administrative Coordinator in the Structured Finance Team (SFG) in the London office, and I assist ca. 60 employees as far as travel and expenses and meeting room booking and projects are concerned.

I GOT MY JOB...

I am Italian, at my A-level standard equivalent I studied scientific matters (Diploma di Maturita' Scientifica). I studied Philosophy at University and recently Archaeology, however I have not finished my university studies.

For more than 18 years I had been singer, piano and keyboard player in live clubs and private parties, in Italy and around the world.

When I was about 40, I moved to London and I actively started looking for a job in Finance sector. For around one year I had temp jobs, in order to build up my UK CV with relevant office jobs. Then I worked as a PA at TFL and then I started working at Moody's as Float Senior Administrative Assistant. I have worked at Moodys for many years under different roles- Marketing Assistant, then promoted to Associate and then to Senior Associate. My remit was working in Business Development for UK & Ireland, assisting the VP responsible for this tranche of the market. I was assigned a small portfolio of my own, Regional and Local Government, e.g. Housing Associations (HA), Foundation Trusts, Local Authorities and Higher Education. In a few years

I had considerably increased the HA and Higher Education portfolio. As the years went by and as I got married, the priorities shifted and I decided to move back to an Administrative position and now I am in SFG (Structured Finance Group) as Admin Coordinator.

AT SCHOOL I STUDIED...

Italian Literature, Maths, English, Philosophy, Latin, Physics, Chemist, Astronomic Geography, History. In Italy we do not have GCSE or A Levels, we chose a course of studies when we are 13 and have 5 years of this course of studies, I chose the



Financial
Services



Administrative
Coordinator

Scientific course, which had the above subjects to study. I chose it as I thought I would not like the classical studies, which also includes ancient Greek. However, I realised I enjoyed classical studies, and I started studying ancient Greek on my own, as soon as I started the study of philosophy.

MY TYPICAL DAY...

I do 9am-5pm. I usually start earlier though as I prefer to arrive in the office with calm and get acquainted with my environment, have my tea and breakfast and then start working. I prepare travel and expenses for my people. I arrange meetings, and work on projects (e.g. London office fun Newsletter). I usually eat a salad for lunch.

THE KEY SKILLS I USE IN MY JOB...

Organisational, Administrative, Negotiation, Adaptation, Delegation, Prioritisation, Networking, Microsoft Office, Management.

THE BEST PART OF MY JOB IS...

I am a people person, I adore helping people and make it my mission. Some people think that being an admin is just for people who are not able to do anything else. I believe the opposite, for me it has been a choice and you need to have a very good array of skills in order to be able to do it.

- I make use of different skills.
- The work culture with my colleagues.
- Volunteering for Moody's Minds (I am Co-Chair of the Education and Training Sub-committee) – as I suffer from GAD (Generalised Anxiety Disorder), I felt it was right to try and help other people to take the stigma away from Mental Health, hence why I volunteer.

THE WORST PART OF MY JOB IS...

There is no worst part per se, but for me, it is to deal with the unnecessary stress. I mean if there are lots of things to do, we just roll up our sleeves and prioritise, also being able to delegate some tasks. The stress coming from competing priorities is normal in a job.

MY ROLE MODEL GROWING UP WAS...

My father as he was a scientist, self-employed, extremely intelligent, and a people person. He had several Masters (e.g. Metallurgic Engineer and Chemistry c/o Columbia University + 2 honoris causa in Maths and Physics c/o Sorbonne Paris for having presented in 1976 a project for a solar cell station to switch to Solar panel electricity and electric cars).

I can see now that my

father was one of the very first environmentalist and I am still extremely proud of him for this. He died when he was almost 53 year old (I was 17) and he could not see his environmentally friendly dream come true. In early adulthood: My Mum as she is one of the strongest women I have ever met. She is a people person. She was a housewife and when my Dad died, we found ourselves in bad economic conditions. She is originally English and she started teaching English. She has allowed and supported me to finish my studies and has always been my most affectionate fan.

AFTER WORK...

I get home via DLR. I prepare dinner for myself and my husband, we eat at the dinner table so we can have chat and tell each other how our day was. Then we usually read a bit of a book, then we watch a film together, in the middle of which, I usually fall asleep!



MY PLAN B...

Working for a charity to help people in need: e.g. a charity which supports homeless people.

