

Student Success Story:

Justyna

A student from the Czech Republic achieves her career aims with an Executive PA Diploma from Pitman Training Guildford.

After coming to the UK from the Czech Republic a few years ago, Justyna initially found work as an office receptionist.

She quickly realised that career advancement depended on having the best IT, administration and office skills. Therefore she enrolled onto our Executive PA Diploma as a part time student.

She now works as an Executive PA for a number of directors at a major Japanese consumer electronics company.



“The course was very practical and varied, covering a wide spectrum of materials from everyday usage of MS Office to touch typing, business communication and marketing. This, together with a friendly approach, flexible study hours (evening and weekend study is an option) allowed me to gain new skills and become a more confident professional and as a result to get the position of an Exec PA!”



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