



# Sophie Chatburn

People & Culture Assistant  
Manchester | Head Office



## My typical working day

I will log on and check all of the mailboxes and make a priority list. I will also action anything that needs to be done asap. We then have a People & Culture morning meeting where we set each other tasks for the day and decide what needs prioritising and how we can help each other. My day is then a mix of being reactive to things that come in and working on projects in the background.

I joined inTEC in...

April 2024

Being able to have a positive impact across all teams of the business and being able to build relationships with all members of staff from CEO to help desk teams. Being able to have such a variety of daily tasks and working closely within my team.

Best bits about my role...

If I was stranded on a desert island, ONE item I would need is...

My dog!

## Maintaining work/life balance

Coming from a recruitment job, this is something I am actually starting to learn whilst being in my new role here. It has definitely given me a new lease of life being able to fully switch off in the evenings and weekends

## What most interests you about the tech industry?

Building apps and new technology is fun to learn about!

## My proudest moment so far...

The Free Sanitary Product Scheme for the Group which was rolled out last week. I created costings and worked out the most efficient way to roll it out and proposed the idea to the directors.

## I define success as...

... getting where you want to be and achieving your goals. I definitely believe being successful can only be done by making uncomfortable / hard decisions, I don't think success should be an easy road.

## My pet peeve is...

When people don't like dogs (unless they are allergic) haha!

## Unknown fact about me!

I have walked 100 miles in 4 days in Holland competing in what is called the Nijmegen March when I was 16! I often wonder how on earth I did it! I also completed the 75 hard challenge before starting at inTEC. Also, I manifested this job!