

## CHAPTER IV

### CONCLUSION

The writer did the internship at Administrative Cooperation Affairs of Surabaya City Government from 16<sup>th</sup> January to 17<sup>th</sup> February 2017. The writer wanted to find experiences to be a good administrative assistant because he wanted to avoid a mistake in his next job. Opportunely, The Administrative Cooperation Affairs of Surabaya City Government taught and gave knowledge to become one of the best administrative assistant to the writer. The writer did the duties that given by all Head Divisions at Administrative Cooperation Affairs such as translating documents, making some proposal inter-regional, making an analysis about sister city, welcoming the domestic people / foreigners, teaching at *Rumah Bahasa* and other duties to help the staff in the office.

The writer learned how to prepare and control the event, manage time, give a good service to people who need help, write a letter correctly, and teach English to people. Many challenges that the writer faced during internship such as confronted domestic people and foreigners, translated documents, taught English at *Rumah Bahasa*, operated Microsoft Office and other software in computer.

For the future, the writer hopes these experiences would be useful for his real job because he helped all division duties in / outside the office. A rolling stone gathers no moss, it means the ambitious people will be more success than the people who do not try to get something.