Summer 2018 Business Internships

**Northwestern Mutual** – Douglas Martin
2600 Grand Blvd. Ste. 600
Kansas City, MO 64108

**Contact:** Caleb Boeckman 573-301-6501

**Duties:** Assisting clients and prospects with tailored solutions for their financial health. Networking, creating connections, team meetings, and goal setting were used on a regular basis.

**Area Wide Court Reporting** – Audra Dalhaus
301 West White Street
Champaign, IL 61820

**Contact:** Teri Sommer 800-747-6789

**Duties:** Deal directly with clients in assessing their court reporting needs and use Microsoft Office programs to plan, organize, and supervise tasks in the office. Deliver transcripts and videos of depositions to clients, and any other duties that management sees fit.

**William Woods University Student Website Advancement Team** – Juan Duran Avellaneda
1 University Ave
Fulton, MO 65251

**Contact:** Linda Davis 573-592-4382

**Duties:** Worked as the marketing director. Maintained social network websites, created flyers for events and interviews, and promoted SWAT events.
**State Street Corporation** – Karyna Sagalai  
801 Pennsylvania Ave  
Kansas City, MO 64105

**Contact:** Anne Houska 713-667-8229

**Duties:** Worked as a part of the Bank Loans Team on JCPenny’s loans, kept track of the amount of a loan left, and counted the interest rate and the expenses of JCPenny. Communicated with JCPenny’s shareholders and stockholders and recorded all of the transactions in the general journal and general ledger.

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**Phoenix Equestrian Center** – Savannah Chapman  
16401 Dyson Hollow Road  
Bellevue, Nebraska 68123

**Contact:** Janine Weatherby 402-510-4420

**Duties:** Assisted head and assistant trainers in daily tasks, networked and gained experience at local and national horse shows, gained riding experience on various levels of horses from sales prospects to school horses to grand prix level jumpers, and gained experience of breeding farm operations, practices, and costs.

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**VWGNijhof** – Stefan Simic  
Saltshof 10-14  
Wijchen, Gelderland 6604 EA

**Contact:** John Lamers 0630797066

**Duties:** Helped the employees with tasks they needed, went along on meetings with clients, very advanced Excel work, and helped clients figure out why they have made losses in the past 2 years by going over their financial and wage administration.
**SchlitterBaun** – Riley King  
9400 State Ave  
Kansas City, KS 66112  

**Contact:** Jeff Hays 913-312-3090  

**Duties:** Provided administrative support for the marketing and sales teams, assisted marketing in special events and promotions, and did daily in-park research studies.

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**Inglish and Monaco** – Fred Warren  
237 East High Street  
Jefferson City, MO 65101  

**Contact:** Mark Warren  

**Duties:** Filed documents, kept the law library updated, and made filings as needed at various government offices. Processed documents as needed to promote workflow, updated the firm website, and prepared and executed a marketing strategy and plan for the firm.

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**Maxim Marketing and Graphic Services** – Brandon Vice  
2117 State Street  
Bettendorf, IA 52722  

**Contact:** Jake Jacks  

**Duties:** Assisted the account supervisor with client contract follow-up reports, developed marketing materials and actions based on direction from a client supervisor, assisted with accounts receivable reports and developed budgets for production overseeing traffic of workflow.
**Northwestern Mutual** – Tyler Fieser  
3610 Buttonwood Drive #300  
Columbia, MO 65201  

**Contact:** Mike Mouser 573-382-3706  

**Duties:** Assisted clients and prospects with tailored solutions for their financial health, networked and created connections, participated in team meetings and goal setting.

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**Northwestern Mutual** – Harry Willsher  
3610 Buttonwood Drive #300  
Columbia, MO 65201  

**Contact:** Mike Mouser 573-382-3706  

**Duties:** Assisted clients and prospects with tailored solutions for their financial health, networked and created connections, participated in team meetings and goal setting.

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**The Blu Group** – Alyssa Walkley  
319 Main Street, Suite 500  
LaCrosse, WI 54601  

**Contact:** Tony Roberts 608-519-3070  

**Duties:** Worked under a team of experienced advertising, marketing, design, and branding professionals.
BUSINESS ADMINISTRATION INTERNSHIPS
Summer 2017

Rodrigo N. Noronha Gustavo Alves
Sibelco Group
Alameda Xingu 350,
SP, Brazil.

Contact: Rogerio Santos
Roger.o.santos@sibelco.com
55.11.496.5545

Duties:
Actively participated in finance activities of a multinational company as a member of the FP&A team.
Preparation of financial and letter reports to the public and Belgium Headquarters.
Developed along with South America commercial team Sibelco’s 2018 budget provisions.
Project to implement the Power BI (Business Intelligence) platform into Sibelco operations.

Nolan Aherin
Sangamo Construction Company
2100 E Moffat Ave.
Springfield, IL 62702

Contact: Chip Reyhan;
creyhan@sangamo.net
217.652.6336

Duties:
Management internship job duties: Shadow and observe the company President. Learn from his daily management decisions and tactics. Deliver payroll and equipment to job-sites.

Marketing internship job duties: Mobile home communities market study. Market mobile homes they had for sale/rent in their communities. Observe and learn the company re-branding process.
Emily Barker  
Select Show Horses  
25109 Six Points Road  Sheridan, IN 46069  

Contact: Kelly Budd  
info@selectshowhorses.com  
317.531.1326  

Duties:  
Total *management* and care of ordering and reordering medications for specific horses and administering the medications on a daily, weekly, and monthly basis. I also held the responsibility of organizing all the necessities and equipment needed when traveling to and from horse shows, which included a detailed list of which horse went on which trailer and all the materials needed on each trailer. I was given the opportunity to manage the shoeing, vaccinations, and medical records on specific horses, which included scheduling appointments and keeping a detailed record of each appointment and when the appointment was fulfilled. I also was in charge of the day to day care of each horse, which included ensuring that each horse was properly cared for each day and was properly put away and worked at the end of the day. My barn responsibilities also included organizing and maintaining the tack room, groom stalls, viewing lounge, and the kids camp room everyday.

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Tim Buehne  (MIS)  
Energizer  
533 Maryville Univ. Dr.  
St. Louis, Mo. 63141  

Contact: Stacey Kelley  
Stacey.Kelley@energizer.com  
314.985.1754  

Duties:  
Collaborate with colleagues to work on and complete various I.T. related projects, which include but are not limited to:  
Diagramming and Mapping dataflow within the company’s internal and external networks  
Designing and executing SQL queries and scripts  
Automating various processes using Microsoft Powershell and Command Line  
Creating and customizing SharePoint Sites for end users  
Maintaining and managing user information, data, and content for SharePoint  
Cataloging an active list of all currently used voice and network equipment  
Monitoring server content and performance via Solar Winds and HP Navigator  
Restoring and Disassembling out of service machines and servers  
Writing instructional walkthroughs to standardize the monitoring processes  
Communicating with international colleagues on off-site
Patrick Dillon
Mosaic Life Care
5325 Faraon Street
St. Joseph, MO 64506

Contact: Joey Austin, Media Relations
www.mymosaichlifecare.org
816.271.6000

Duties:
Complete communications projects as assigned
Assist in developing and implementing marketing and social media planning aimed at increasing awareness about Mosaic Life Care
Assist with event planning details as needed
Assist with brainstorming, creating, proofing and distributing marketing materials
Special project that determines a marketing operations process improvement need with research feasibility, cost and implementation plan

Katie Knobbe
Illinois Valley Economic Development Corporation
223 S. Macoupin St., Gillespie, IL 62033

Contact: Ann Woods
awoods@ivedc.com
217.839.4434

Duties:
Researched and drafted agency marketing and branding policies
Created new marketing materials and updated/reviewed old marketing materials
Enhance the website
Maintained agency social media
Participated in agency and community meetings
Created agency video
Facilitated and represented agency at community events
Marcos Constantino  
Robert Bosch Avenue,  
Km 98, s/n - Vila Anhanguera,  
Campinas - SP, 13065-900

Contact: Frugis Rafael  
http://www.brasil.bosch.com.br  
+55 (19) 0800 704 5446

Duties:  
Monthly closing from the costs positions  
Entries in SAP (ERP System)  
Budget analysis (Actual vs Forecast)  
Preparation of management summaries in SAP, Excel and Power Point  
Profit and Loss analysis

Matheus N. Schmid Hybner  
Phoenix Consultoria em Marketing  
Rua Teresa, número 608, loja 26, Alto da Serra,  
Petrópolis-RJ, Brasil

Contact: Otávio José da Silva Palmeira  
otavio@phxconsultoria.com.br  
+55(24)2231-2531

Duties:  
Attendance and visits with company clients;  
Meetings for briefings about campaigns and strategies to be followed online;  
Strengthen the relationship with the clients and our company
Andrew May  
Prudential Insurance Company of America  
Prudential Financial Greater Heartland Financial Group  
12312 Olive Blvd Suite 300, St. Louis, MO 63141

Contact: Mark Pakula  
Mark.pakula@prudential.com  
314.548.4423

Duties:  
Assist in expanding the employees in the firm. Was challenged to think outside of the box and find new ways to connect with minority communities in an effort to diversify the employees. Also competed in the Prudential Summer Intern Challenge in which we came up with a social media marketing campaign.

Julia Mulder  
Rattink van Stratum Marketing (RVS Marketing)  
Langendijk 21, 5652 AX Eindhoven  
The Netherlands

Contact: Inge Lammers  
inge@rvsmarketing.nl

Duties:  
Executing several communication tools and actions-Organizing events and congresses-Writing and editing texts-Social Media support (Linkedin, Twitter, Facebook, Instagram)-Providing Websites with content using WordPress CMS-Writing and editing newsletters-Writing press releases-Planning projects-Checking and setting up files for telemarketers-Coordinating direct mailings-Handling propositions=Communicating with designers, web developers and other partners
Ethan Niemeyer
Bartlett Grain Company
16 NE 50 Ave, Great Bend, KS 67530

Contact: Adam Hoffman
ahoffman@bartlett-grain.com
620.282.2548

Duties:
All levels of management training with a grain company.

Nicole Noland  (Bus. Admin & MIS)
Experian (Automotive Sector)
955 American Lane, Schaumburg, IL 60173

Contact: Erik Hjermstad
Erik.Hjermstad@experience.com

Duties:
Analyze various types of data for a hypertargeting product, service report categories, dealerships, franchises, and automotive groups. I was required to create multiple power point presentations. I also worked closely with the consumer services person who gave me a task of creating a mobile page for AutoCheck.

Madison Reifsteck
Denver Connections
Mainstream Promotions
now Makeover Essentials
225 S Academy Blvd 201
Colorado Springs, CO 80910

Contact: N/A

Duties:
Marketing Intern,
Extending direct marketing services for a cosmetic company called Makeover Essentials
Claire Trafton  
Steve Wolfe Performance Horses  
30513 N 144th St.  
Scottsdale, AZ 85262

Contact: Steve Wolfe  
stevewolfe@gmail.com  
602.677.8875

Duties:  
Online marketing, social media, customer relations, videography, online promotions, barn manager.

Matt Underwood  
Irene’s Homemade Granola  
538 Leffingwell Ste. E  
Kirkwood, MO. 63122

Contact: Irene Reinkenmeyer  
irenehomemaegranola@gmail.com  
314.623.1201

Duties:  
Managed all aspects of the business listed below.  
Sold while sampling at local grocery stores and farmer’s markets during demonstrations  
Communicated with radio and broadcasting stations to advertise with our product  
Ran and posted on social media websites  
Processed and organized orders for delivery
Lindsay Van Tress  
Weichert Realtors  
3700 Monterey Dr Suite A, Columbia, MO 65203

Contact: Karen Clapp  
KClapp@weichertft.com  
573.219.1720

Duties:  
Complete management/marketing duties of a realtor.  
Contacts  
Created brochures  
Checked and organized MLS hot sheet each day.  
Called agents and customers for appointments.  
Showed houses to clients.

Samantha Wilkinson  
Aegion  
17988 Edison Ave, Chesterfield, MO 63005

Contact: Steve Callahan  
Scallahan@aegion.com  
636.530,8630

Duties  
Supported the HR recruiting team to source and screen potential candidates. I was also given a project to help the company better attract and retain the millennial generation. The project took about 5 weeks and at the end I presented it to the senior VP of HR as well as to the rest of the HR team and its leaders. I also assisted The Human Resources Information Systems team during my internship were I helped to redesign their online training system called fusion, to allow access for field employees and to limit what access employees have at any given time.
Emily Wommack
Sydenstricker Implement
155 John Deere Dr,
Moscow Mills, MO 63362

Contact: Curtis Alderson
CAlderson@sydenstrickers.com
573.473.4044

Duties:

All aspects of managing the dealership including:
Entering purchase orders and Invoices
Entering in Amazon and eBay fees
Packing and shipping Amazon and eBay orders
Listing mower blades to eBay
Demonstrating bailers and mower conditioners
Cameron Baker - Central Bank, Fulton, MO
410 Market Street
Fulton, MO 65251

Contact: Kelly Trigg, Branch Manager
Kelly.trigg@centralbank.net
573.642-2787

Duties:
Received a learning opportunity in the Marketing of Central Bank. In particular, the intern was involved with a variety of projects, bank wide communication, events both internal and within the communities we serve. Attended bank sponsored events in the area, assisted in designing promotional materials, and assisted in general office duties in an effort to receive a full view of how a Marketing and Public Relations office of a bank operates.

Sarah Burchett - The William Woods Theatre Department
One University Ave.
Fulton, MO 65251

Contact: Professor Joe Potter

Duties:
Trained in all current box office practices and helped in reorganizing and updating the system to a more efficient and user-friendly box office setting. Assisted ticket holders with questions and provided excellent service by effectively managing all aspects of the box office operation, including, but not limited to, staffing, training, and accounting procedures.

Anthony Dewey - Old Hawthorne
6221 E. Highway WW.
Columbia, MO 65201

Contact: Lauren Burnett, Special Events Mgr.
573.442.5280 x 3
lauren@oldhawthorne.com

Duties:
Management including meeting and scheduling of all vendors, employees, communications, reports, etc. for special events held at Old Hawthorne.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Darryl Johnson-William Woods University</strong></td>
<td>Admission’s Office</td>
<td>Kathy Groves</td>
<td>Received an overview of strategic and operational management of the department of enrollment services including use and development of management skills for management operations, forecasting, analytical reports and report writing while managing a multi-generational team with budget and meeting goals.</td>
</tr>
<tr>
<td><strong>June Marcia Miller - William Woods University</strong></td>
<td>Marketing and Communications Department</td>
<td>Tiffany Smith</td>
<td>Assisted with all aspects of the university marketing and communications office including blog writing, press releases, social media, video, photography and event planning.</td>
</tr>
</tbody>
</table>
Summer 2016

Special Olympics Missouri - Amanda Begemann
1001 Diamond Ridge, Suite 800
Jefferson City, MO 65109

Contact: Brandon Schatsick Schatsick@somo.org 573.635.1660

Duties:
Play a huge role in a new education-based program with an opportunity to help with sports intermittently by assisting in the development of a new program (Athlete Leadership Programs www.SOMO.org/ALPs).
Assist in running the ALPs University at the Missouri Military Academy.
Curriculum development
Travel and giving speeches to special ed or para classes
Contacting college and universities regarding the new program.

Northwestern Mutual Life Insurance - Tori Brandt
3610 Buttonwood Dr.
Columbia, MO 65201

Contact: Mike Mouser Mike.Mouser@nm.com 573.777.9434

Duties:
Training and coaching for the job/industry
Assisting clients and prospects with tailored solutions for their financial health
Team meetings and goals setting

Missouri State Fair – Alexander Dunkin
2503 W. 16th Street
Sedalia, MO. 65301

Contact: Kari.Mergen Kari.Mergen @mda.mo.gov 660.530.5611

Duties:
Marketing
Event Planning
Social Media
Public Relations
Promotional Materials
**Tradewinds Farm** - Taylor Finkel  
8659 Edgar Road  
Lakeview, MI 48850

**Contact:** Amy Frey  
[eqlace1@hotmail.com](mailto:eqlace1@hotmail.com)  
231.519.1298

**Duties:**  
Training, scheduling, and managing new workers  
Managing shows, paperwork, client payments, and horse feed scheduling

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**USDA – HACU National Internship Program** – Rochelle Garcia  
One DuPont Circle, NW, Suite 430  
Washington, DC 20036  
Internship Location – Rural Development, 809 8th St. SE, Detroit Lakes, MN 56501

**Contact:** Dan Labat  
[Daniel.labat@usda.gov](mailto:Daniel.labat@usda.gov)  
218.847.9392 x 4

**Duties:**  
Government internship program that students have to apply against 100’s of students nationwide.  
Working for the housing department of rural American using spreadsheets and loan systems for the operation of loans and grants for housing, businesses, utilities, etc.

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**Brewster Place** - Bret Harris  
1205 SW 29th Street  
Topeka, KS 66611

**Contact:** Tiffany Hobbs  
[Tiffany.Hobbs@brewsterliving.org](mailto:Tiffany.Hobbs@brewsterliving.org)

**Duties:**  
Human Resource Assistant  
Assist with interviewing back ground and reference checks, job offers, new employee orientation, assisting with HR projects.

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**Enterprise Fleet Management** – Ryan Howell  
9315 Olive Boulevard  
St. Louis, MO. 63132

**Contact:** Nikki Byrd  
[Tamika.N.Byrd@efleets.com](mailto:Tamika.N.Byrd@efleets.com)  
314.274.3966

**Duties:**  
Handling fleet car transactions  
Monthly reports and registrations  
Manage vendors  
Troubleshooting, meetings, issuing payments as needed  
Team setting with expectations to meet all goals.
Joe Machens Dealerships – Ida Jacaway
500 Vandiver Dr.
Columbia, MO 65202

Contact: Kimberly Favazzo Patrum   kimberly@machens.com   573.445.4450

Duties:
Support and development of all ecommerce solution within the ecommerce business division of Machens Automotive including public relations, media management, website management, use of software, reporting, accountability, and vendors. Attend all training and management meetings.

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Parks and Recreation Department/Manager of Indian Hills Golf Course – Bryan Mach
1538 E Vest St.
Marshall, MO

Contact: Jeff Stubblefield   jstub3331@gamil.com   6603831.029

Duties:
Learning and performing all aspects of managing a golf course, Meetings, scheduling, golf tournaments, analyzing budgets, program schedules, payroll information, train new summer employees, staff meetings, and vendor management.

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FCS Financial Commercial Farmers – Kaitlyn Niemeyer
1934 E. Miller Street
Jefferson City, MO 65101
Location: 2600 South Limit
Sedalia, MO

Contact: Kevin Gabbert   Kevin.Gabbert@myfcsfinancial.com   660.620.5810

Duties:
Twelve week internship program
Develop and manage projects to assist in benchmarking of data and information for commercial farmers
Acting as a liaison to commercial farmers and commercial companies
Traveling to other commercial farm offices to collect data on farming.
Speaking and presenting information.
**Willowmay Farm** – Adelaide Reddish  
5452 W. Chester Pike,  
Newtown, PA 19073  

**Contact:** Julie Fitzpatrick, blaeberry001@aol.com  610.513.2010  

**Duties:**  
Working with the owner to learn all business aspects of running a horse barn, including camps, riding lessons, payroll, training, supervising workers, managing horse feed and care.

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**LaBest Pet Resort & Spa** - Halle Schroeder  
4933 Indian Hills Drive  
Edwardsville, IL  

**Contact:** Julia Whitehead  manager@labestinc.net  618.971.6088  

**Duties:**  
Marketing Assistant.  
News releases, flyers, event planning, marketing evening, funding events, running city-wide events, social media, etc. raining and coaching for the job/industry

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**Positive Impact Magazine** - Rachel Skelton  
400 Race Track Road  
Oldsmar, FL 34677  

**Contact:** Michalla Bolton  positiveimpactmagazine.media@gmail.com  727.465.0833  

**Duties:**  
Managing and supervising editors for magazine articles.  
Management of business social media, along with print and web articles for the magazine.

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**Alliance Stud/Equine Services** – Kaitlyn Wilson  
9460 Shelbyville road  
Simpsonville, KY 40067  

**Contact:** Rebecca Campbell  rebeccam@eqshospital.com  502.722.0203  

**Duties:**  
Learning and assisting in the day-to-day business operations and how the business is run.  
Payroll, tracking and scheduling of clients and all equine information, billing, customers, etc.
Summer 2015

Midwest Pool Management Company (Warrenton, MO Location)
156 Weldon Parkway
Maryland Heights, MO 63043
Contact: Jon Diehl
Duties: Ensure the safety of patrons visiting the pool facility, monitor and maintain facility, and ensure that fellow lifeguards upheld and adhered to Midwest Pool Management standards.

Koelling Family Chiropractic
621 Commons Drive
Fulton, MO 65251
Contact: Zoe Koelling
Duties: Become certified chiropractic assistant, verify insurance policies, review insurance policies with patients, post insurance payments to patient accounts.

OOP’s Theatre
1645 N. Golf Blvd.
Columbia, MO 65202
Contact: Anna Land
Duties: Fundraising and public relations

Enterprise Bank & Trust
300 St. Peters Centre Bldv.
St. Peters, MO 63376
Contact: Sue Fleming
Duties: Customer relations

The Kroenke Group
211 N. Stadium Blvd.
Columbia, MO 65203
Duties: Shadowing property managers and learning about real estate development
**Chillicothe Mudcats**

PO Box 1155  
Chillicothe, MO 64601  
**Contact:** Doug Doughty  
**Duties:** Organizing public appearances, assisting bookkeeper with budgeting issues, working with social media to promote games and team activities, working as general manager during games.

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**YCS Group, LLC**

105 East 5th Street Suite 401  
Kansas City, MO 64106  
**Contact:** Dawnua Dawson  
**Duties:** Marketing and social media development.

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**Spring 2015**

**Jaeger Green House**  
2369 Creve Coeur Mill Rd  
Maryland Heights, MO 63043  
**Contact:** Todd Jaeger

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**Summer 2014**

**Plantation Golf Tours**  
355 Novern Dr  
Ballwin, MO 63071  
**Contact:** Paul Ellis, pellis@pjgt.com or phone: 636-779-0176  
**Intern Duties:** Running the Social Media and Market exposure of The Golf Tour, updating social media, and booking tournaments.

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**Peoples Savings Bank**  
112 West 5th St  
Hermann, MO 65041  
**Contact:** Mark Laune  
**Intern Duties:** Monitor investment portfolios, prepare board summaries on investments, work with accounts payable and customer service activities, clerical duties on vendor management, and risk assessment.
**Atlantic Business Consultants**

515 Olive St  
St. Louis, MO 63101  
**Intern Duties:** Entry level/account manager position. Learning how to retain our Fortune 500 customers and outsourcing sales.

**Medical West Respiratory Services**

9301 Dielman Industrial Dr  
St. Louis, MO 63132  
**Contact:** Lois Dodson  
**Intern Duties:** Working in the sales area as well as working on an accounts receivable project.

**Hussmann Corporation**

12999 St. Charles Rock Rd  
Bridgeton, MO 63044  
**Contact:** Sara Bell  
**Intern Duties:** Account Management

**Masterpiece Graphix**

1500 Fenpark Dr  
Fenton, MO 63026  
**Contact:** Lanie Dattilo  
**Intern Duties:** Product photography, website design, social media, and create original concepts.

**Ameriprise Financial**

104 E Howell Ave  
Marceline, MO 64658  
**Contact:** Richard Switezer  
**Intern Duties:** Assisting and sitting in on clients and overviewing financial portfolios.
**Dawn Johnson Farmers Insurance**  
105 W Pitman St  
O’Fallon, MO 63366  
**Contact:** Dawn Johnson  
**Intern Duties:** Working on marketing, quotes, and customer service.

**Lewis & Clark Baseball League**  
1814 Kennet Place  
St. Louis, MO 63104  
**Contact:** Nicholas Mahrt  
**Intern Duties:** Working with the marketing and financial teams of the league and brainstorming on how to purchase more teams.

**A-Check America**  
501 Research Dr  
Riverside, CA 92507  
**Contact:** Charles Hoey  
**Intern Duties:** Copywriting, editing, social media content and posting, collateral development, power-point disks, InDesign, and Photoshop. Also, tradeshow logistics and shipping, research products and competitors, legal, international, website/internet work, document proofing and production with time.

**Missouri Department of Natural Resources**  
101 Riverside Dr  
Jefferson City, MO 65102  
**Contact:** Kendall Blythe  
**Intern Duties:** Conducting internal audits of state parks and state historic sites.

**Clinica de olhos Suel Abujamra**  
Rua Tomandor’e 693  
Eao Paulo, Spain 01526-001  
**Intern Duties:** Administrative monitoring and the business operations of a clinic. This will include managerial responsibilities, cash flow processes, and client relationships.
**Equine Services**
9460 Shelbyville Rd  
Simpsonville, KY 40067  
**Contact:** Amanda Jones  
**Intern Duties:** Work in the business office, in direct contact with the office manager, front office, techs, vets, and barn projects. Assist in day to day tasks and provide assistance to all client and customer service needs.

**Pinnacle Real Estate Group of Lake Tahoe**
3045 Harrison Ave  
South Lake Tahoe, CA 96150  
**Contact:** Theresa Souers  
**Intern Duties:** Social media management, internet marketing, and escrow transaction management.

**Jaeger Greenhouse**
2411 Creve Coeur Mill Rd  
Maryland Heights, MO 63043  
**Contact:** Todd Jaeger  
**Intern Duties:** Establish and maintain a productive sales area. Record sales, balance books, and work on Public Relations.

**Reagan Enterprise, Inc.**
110 Brunswick Rd  
Montgomery City, MO 63301  
**Intern Duties:** Managing sales journals, customer databases, designing business advertisements, and reporting expenses.

**Summer 2013**

**Custom Specialties, Inc.**
11000 Strang Line Rd  
Lenexa, KS 66251  
**Contact:** Pat Hughes  
**Intern Duties:** Sales Representative working with vendors and clients.
**Closed Loop Recycling**
5555 Manchester Rd
St. Louis, MO 63110
**Contact:** Owner 888-873-3645
**Intern Duties:** Marketing/Sales/Planning Special Events.

**Cosmaic**
2350 Alamo Ave SE
Albuquerque, NM **Contact:**
(505) 242-0339
**Intern Duties:** Adobe Muse Tutorials. Setup for event launches. Worked on installing and troubleshooting phone system.

**Delacreme Equestrian**
31585 Briggs Rd
Menifee, CA 92584
**Contact:** Noelle Roberts
**Intern Duties:** Working with Quickbooks/billing clients/marketing/setting up show schedules.

**Four Willows Farm**
1213 N Franklin Rd
Greenwood, IN 46143
**Contact:** Jennifer Obel 317 862 4691
**Intern Duties:** Marketing/billing/scheduling events and shows.

**Kingdom of Callaway Chamber of Commerce**
409 Court St
Fulton, MO 65251
**Contact:** Claudia Starr 573.642.3554
**Intern Duties:** Office Management/planning Chamber Projects.

**Textron**
4455 Boeing Dr
Rockford, IL 61109
**Contact:** (815) 397-7070 ; (800) 435-0786

**Big River Running Company**
14047 Manchester Rd  
Ballwin, MO 63011  
**Contact:** Andrew Person 636.394.5500  
**Intern Duties:** Marketing/Event Planning/developing video for website/sales.

**EV’s Art**
2449 West Main St  
Littleton, CO 80126  
**Contact:** Sundee Floyd  
**Intern Duties:** Bookkeeping/payroll/store management.

**Pioneer Hi-Bred Company**
Laddonia, MO 63352  
**Contact:** Charles Dean 573-373-2073  
**Intern Duties:** Planting and managing research plots/collecting data of soybean varieties and relaying them to team managers.

**Jefferson City YMCA**
525 Ellis Blvd  
Jefferson City, MO 65109  
**Contact:** Joe Lopez (573) 761-9530  
**Intern Duties:** Creating a new layout for the fitness center and YMCA.

**Central Bank**
302 High St  
Jefferson City, MO  
**Contact:** Daniel Westhues 573.634.1111  
**Intern Duties:** Managed ATM conversion to a new processor/set up individual users in the ATM system and create security profiles for 134 branches.
**Jewell Salon and Spa**
17 W 5th St
Fulton, MO 65251
**Contact:** Owners (573) 642-8188
**Intern Duties:** Handle day to day operations of running a small business/accounting/management/marketing.

**Cincinnati Zoo and Botanical Garden**
3400 Vine St
Cincinnati, OH 45220
**Contact:** Diana Duxa (513) 559-7736 FREE
**Intern Duties:** Assist with negotiations of purchasing agreements/develop reporting trends for products ordered for the firm.

**The Brick District**
529 Court St
Fulton, MO 65251
**Contact:** Virginia Reece
**Intern Duties:** Marketing/PR/Social Media.

**The Enchanted Florist**
481 Colorado Hwy 105
Monument, CO 80132
**Contact:** Tammy Crawford (719)488-1116
**Intern Duties:** All phases of running a small business/logistics of deliveries/online sales.

**IBM**
2810 Lemone Industrial Blvd #1
Columbia, MO 65201
**Contact:** Michael Kilgor, mgkilgor@us.ibm.com
**Intern Duties:** Training through online courses within the company. Become a part of the “Green Team”: a quality analyst team. Organize and plan meetings. Facilitate a learning tool card game through a 2-day training session for IBM employees. Data analysis in order to create Process Behavior Analysis charts. Trouble shooting ‘problem ticket’ data. Develop presentation at center-wide metrics and Issues Meeting involving virtual collaboration application. Unix Training.
Semester: Summer 2012 and Summer 2013

William Woods UIT
One University Ave
Fulton, MO 65251
Contact: Michelle Brock (573) 592-4224
Intern Duties: Customer service/special projects/new phone system schedule.

Independent Contractor – Website Development
Fulton, MO
Intern Duties: Work independently to design, develop and upload to the internet websites for various clients (Fulton Brick District, Kingdom of Callaway Supper, Gilpin Contractors, and Kingdom Projects).
Semester: Summer 2010 and Summer 2013

Summer 2012

Co-Mo Electric Cooperative
29868 Missouri
Tipton, MO 65081
Contact: Randy Klindt (600) 433-5521; (660) 433-6154; rklindt@co-mo.coop
Intern Duties: Work closely with the “IT Specialist” team. Work on refurbished tablet computers. Utilize NISC & TWACS programs for tracking faulty meters, locate corresponding matters, etc. IT support for employees. Oversee the servers.

William Woods University
University Relation (Talon)
One University Ave
Fulton, MO 65251
Contact: MaryAnn Beahon (ext. 1127)
Intern Duties: Contact businesses regarding advertisements (design, approval, etc.).
Summer 2011

**Ameren UE (Nuclear Plant)**
Fulton, MO
**Contact:** Keith Speers
**Intern Duties:** Respond to requests for technical assistance; diagnose and resolve technical hardware and software issues; research questions using available information resources.

**Propel Marketing**
7171 W 95th St
Overland Park, KS
**Contact:** Amanda Spacaj-Gorham asg@mjproductsco.com Phone#: (636) 349-0290 Ext. 104
**Intern Duties:** Work on three websites. Read several web tutorials involving VbJavaScript, CSS, HTML and other programming languages. Learn ASP form development.

**NJVC IT Services**
111 Manufacturers Dr
Arnold, MO 63010
**Contact:** Kenneth.Crist@njvc.com Phone#: (636) 287-5130
**Intern Duties:** Work on digital replication and digital media printing. Assist in pre-press printing jobs and ISO auditing; learn project management program – e-Pace; creat estimate statements, set inventory and database collection/usage on company software; complete Microsoft Word/Excel modules; study production and sales modules for company shipping inventory; job shadow server administrator and establish network connections.

**SchoolTube**
10024 Office Dr Suite 200
St. Louis, MO 63128
**Contact:** carizpe@schooltube.com Phone #: (314) 406-0022
**Intern Duties:** Answer helpdesk tickets. Set up remote Mac to access programs using OneLogin, a web application that manages website analytics data, emails and request tracker. Develop presentations for various meetings. Help develop new apps. Work on SchoolTube videos.
Spring 2011

**Jefferson City Medical Group**

1241 W Stadium Blvd  
Jefferson City, MO 65109  
**Contact:** (573) 635-5264  

**Intern Duties:** Complete CSS and Javascript Tutorial; study PHP form coding; attend software programing meetings; review JCMG audit journals to highlight changes on patient records; install inventory control software; add computers to JCMG domain; create asset reports for phone system.

**PDS Cortex – Columbia, MO**

1101 Hutchens Dr  
Columbia, MO  
**Contact:** Mr. Jim Harders, j-harders@pdsmed.com  

**Intern Duties:** Read and review manuals to learn Clarion. Attend programing meetings. Work on programing projects.

Summer 2010

**Fulton Public Schools – Information Technology Department**

1 Hornet Dr  
Fulton, MO  
**Contact:** Dan Hedgpath  

**Intern Duties:** Assist with configuring all computer labs throughout the district. Fix printers, load software, help teachers log in and add new teachers to the active directory. Complet troubleshooting daily. Imaging of computers. Inventory. Mac and PC based internship.

**Dot Foods – IT Administration**

17050 Baxter Rd #130  
Chesterfield, MO 63005  
**Contact:** (217) 773 – 4411 x12225  

**Intern Duties:** Print server administration: networking, address changes, scripts, print quality repair, installing printer drivers 32bit/64bit and basic maintenance. Reimaging laptops using Altiris Deployment Solutions. Helpdesk assistance. Deleting inactive user accounts. Firmware Upgrades.
Summer 2006

**Premier Bank**
295 Salt Lick Rd
St. Peters, MO 63376
**Contact**: Pamela Harrell
**Intern Duties**: Financial analysis for credit approvals, collateral inspections, assist with gathering information for loan processing.

**People’s Saving Bank**
112 W 5th St
PO Box 528
Hermann, MO 65041
**Contact**: Paula Mills
**Intern Duties**: Customer service, bookkeeping, filing, and loan administration.

Spring 2006

**Callaway Community Hospital**
10 S Hospital Dr
Fulton, MO 65251
**Contact**: Melody Troesser
**Intern Duties**: Sort invoices, code invoices for payment, enter invoices and check requests into accounts payable system. Process invoices, reconcile them to statement, print checks and file supporting documentation. Major project- analyzing vendor master files for classification by number for future purge of master files.

Summer 2005

**State Farm Insurance**
517 Nichols St
Fulton, MO 65251
**Contact**: Don Woodson
**Intern Duties**: Work on State Farm Homeowners database, look for prospective customers, contact and communicate with customers, sales and marketing.
Spring 2005

Angela L. Kinworthy (MO DED)
301 W High, Room 720
Jefferson City, MO 65102
Contact: Angie Kinworthy
Intern Duties: Research, database development, conference planning, and general tasks.

Edward Jones
201 E St. Eunice Rd Suite 2
Fulton, MO 65251
Contact: Jennifer Brady
Intern Duties: Marketing activities, fundraising, responsible for phone calls, and other general tasks.

Modern-Litho Print Company
6009 Stertzer Rd
Jefferson City, MO 65109
Contact: Shiela Fisher
Intern Duties: Accounting assistant, help with accounts payable, cash receipts, general office duties.

H&R Block
500 B. West Jackson
Mexico, MO 65265
Contact: Gailyn Woolridge
Intern Duties: Tax preparation, customer service, clerical, computer entry.

Summer 2004

MEA Financial
417 E Broadway Suite 105
Monett, MO 65708
Contact: Ed Rhea
Intern Duties: Attend seminars, train in installation of software for Banking and Credit Union Facilities, travel the US to provide installation, and troubleshoot.
Spring 2004

**Dunavantis Drug**

600 Court St
Fulton, MO 65251

**Contact:** Susan Pappas

**Intern Duties:** Complete daily reports, run reports, prove figures, and complete the stores daily deposits, and deposit to the bank. Input balance sheets and sales figures, and aid in computer reconciliation involving third party insurance.

**Rita A Fague CPA**

4716 Renner Ridge Rd
Fulton, MO 65251

**Contact:** Rita A Fague CPA

**Intern Duties:** Prepare financial statements, do payroll at Kingdom Feed, keep up with financial information for a lobbyist group in Jefferson City and the YMCA, and serve as assistant in any other areas needed.

Fall 2003

**Department of Economic Development**

Harry S. Truman Building Room 720
301 W High St
PO Box 118
Jefferson City, MO 65102

**Contact:** Bromwen Madden