2020 Business Internships

YMCA of Callaway County- Monica Fox
1715 Wood Street
Fulton MO 65251
Contact: Amie Conway- (573) 642-1065

Duties: Helped with billing and developed advertising, and social media communications.

WWU Admissions Office- Taran Oulton
1 University Ave
Fulton MO 65251
Contact: Kathy Groves- (573) 592-9033

Duties: Served as a focus group facilitator, assisted and attended recruitment events such as, college affairs, alumni events, and college planning sessions. Gave presentations about William Wood. Responsible for the day-to-day operations such as data entry, mailings, and other operational duties. Assigned to a group of students to work personally with and handle correspondence as an admissions counselor.

William Woods Logo Store- Victor Faure e Silva
1 University Ave
Fulton MO 65251
Contact: Teresa Matthews- (573) 592-1142

Duties: Worked with suppliers, waited on customers, handled online shopping, organized inventory, and developed social media communications.
Springbrook Farms- Ethan Schroyer
241 Schroyer Rd
Cuba MO 65453
Contact: Cathy Schroyer- (573) 259-2902

Duties: Facilitated online sales. Developed social media and marketing communications.

Williams Keepers- Megan Van Harn
3220 W Edgewood Dr.
Columbia MO 65109
Contact: Jonna Gilmore- (573) 635- 6196

Duties: Collaborated with firm employees with data entry and tax returns, assemble individual and business tax returns for filing, and remain accurate, organized, and prompt during tax season.

William Woods University- Courtney Richardson
1 University Ave
Fulton MO 65251
Contact: Ashley Brown- (573) 694- 4363

Duties: Developed marketing communications and worked with social media and digital advertising.

Brick District Playhouse- Colleen Bayer
613 Court Street
Fulton MO 65251
Contact: Steve Merriott- (636)284 -4615

Duties: Made a strong effort to bolster the small businesses located in the Brick District. Worked with business owners to develop or enhance marketing initiatives including websites, Instagram, Facebook, Twitter, YouTube, etc.
Russ Weyland State Farm- Cole Schlief
315 W 4th Street
Fulton MO 65251
Contact: Russ Weyland- (573) 642-2727

Duties: In charge of helping the Marketing Department of State Farm. This included reaching out and advertising to younger couples, in the city of Fulton, who are new homeowners.

William Woods University- Abby Prather-Turner
1 University Ave
Fulton MO 65251
Contact: Ashley Brown- (573) 593-4393

Duties: Developed Marketing communications and worked on social media and digital advertising.

Williams Keepers- Abagayle Barlett
3220 W Edgewood
Jefferson City MO 65109
Contact: Caroline Burnett- (573) 635-6196

Duties: Collaborated with firm employees with data entry and tax returns, assemble individual and business tax returns for filing, and remain accurate, organized, and prompt during tax season.

The Digital Age- Jack Campbell
76A Northumberland Street
Edinburgh Scotland EH3 6JG
Contact: Michael Salmon- 07875 692 612

Duties: Sold advertising to local businesses in the Edinburg area.
FCs Financial- Ana Zavala
1934 E. Miller St.
Jefferson City MO 65101
Contact: Karie Mengwasser- (573) 636-7809

Duties:
- Learn the components of the lending process, the credit fundamentals and credit philosophy
- Learn the variety of risk management options offered by FCS including crop, livestock, and life insurance

JES Holdings- Clifford DeGroot
206 Peach Way
Columbia MO 65203
Contact: Ellen Vossibrink- (636) 221-1970

Duties
- Took control of excel sheets with different properties in St. Louis county
- Financed property deals with these properties for their 2021 leases to be renewed
- Work with the legislature on LIHTC low income housing
- Went on site to properties to review policies with tenants in St. Louis

Northwestern Mutual- Dylan Hansen
622 Emerson Rd Ste 400
Creve Coeur MO 63141
Contact: Ryan Hulsey- (314) 807-6556

Duties: Attended weekly mandatory for personal and professional development meetings. Completed a marketing plan and network with your personal relationships to gather clients to build a personal financial plan.
Heartland Coca-Cola- Zachary Baliva  
3800 Mueller Rd  
St. Charles MO 63301  
Contact: LaVerne Edwards- (636) 443-6153

Duties: Worked with advertising, sales, and customers relations within his given route.

ARS Materials/ A Rising Star Equestrian Center- Shenia Beyer  
9480 Indiana St  
Arvada CO 80007  
Contact: Ronald Beyer- (303) 748-0844

Duties: Handled marketing, advertising and sales.

William Woods University & Communications- Jordan Smith  
1 University Ave  
Fulton MO 65251  
Contact: Ashley Brown- (573) 694-4363

Duties: Worked on social media and digital advertising.

X-Freedom Business Company S.L.- Javi Callejo  
c/Valportillo Primera no 5  
Alcobendas Madrid 28108  
Contact: Jose Manuel Torres- +34 609 123 255
Northwestern Mutual - Jacob Fleming
3610 Buttonwood Dr. #300
Columbia MO 65203
Contact: Ryan Husley- (324) 807-6556
Duties: Completed a marketing plan and networked with your personal relationships to gather clients to build a personal financial plan.

Maddok Henson- Harrison Laurent
5353 S Lindbergh Blvd Suite 200
St. Louis MO 63126
Contact: Rich Maddok- (314) 603-4577
Duties: Mentored with senior accountants for a large CPA firm with opportunities to sit in on client’s meetings.

Carpet One - Camille Manyan
105 Business Loop 70 E
Columbia MO 65203
Contact: Scott Bradley- (573) 489-0082
Duties: Maintained inventory control and developed sales.

Lentz Thompson Retirement Advisors - Max Faure
2205 Graham Ave SW
Decatur AL 35601
Contact: Tracy Lentz/Richard Thompson- (256) 308-9766
Duties: Developed the company’s website with updated information and stronger marketing for selling financial instruments.

Williams Keepers - Cole Koch
Duties: Collaborated with firm employees with data entry and tax returns, assembled individual and business tax returns for filing during tax season.
Northwestern Mutual-Alexis Labeth  
3610 Buttonwood Dr. Ste 300  
Columbia MO 65201  
Contact: Mike Mouser-573.446.5511

Duties: Attend weekly mandatory for personal and professional development meetings. Complete a marketing plan and network with your personal relationships to gather clients to build a personal financial plan.

Central Bank-Brianna Goecke  
3848 Osage Beach Parkway  
Osage Beach, MO 65065  
Contact: Russell Clay: 573.302.2471

Duties: Learn about disclosures, ordering flood determinations, and ordering appraisals. Work with loan officers to take an application, order a report and complete preliminary loan approvals.

Senior Plus Advisors-Hayden Davey  
11225 College Boulevard Suite 230  
Overland Park , KS 66210  
Contact: Jake Vitatoe-913.548.3283

Duties: Called clients about their Medicare coverage and discussed the best rates from different carriers.

Coldwell Banker Premier Group-Danielle Kempf  
4044 Butler Hill Road  
St. Louis, MO 63129  
Contact: Kathy Metz-314.703.2320

Duties: Created promotional and marketing materials for agents. Utilized Maris to create address labels for marketing materials. Scheduled inspections for agents and their clients through Showing Time.

Barclays PLC-Darren Wilson  
120 Bothwell Street  
Glasgow, Scotland G27JT  
Contact: Cory McKerron-447.483.823.3716

Duties: Worked in International Banking Department to learn early states of the international banking systems and created contacts in an extremely competitive environment. Worked in the Investment Banking and learned various techniques and gained insight into the early stages of this industry.

Whaley’s Pharmacy-Emily Wilkerson  
1431 Southwest Blvd Ste.6  
Jefferson City, MO 65109  
Contact: Illana Holland-573.632.2021
Duties: Assisted in the creation of digital marketing assets as well as print and television. Performed analysis of marketing and sales data. Assisted with the planning and execution of community events.

Lucy Licklider, LLC - Ethan Schroyer
2583 Oak Hill Road
Cuba, MO 65453
Contact: Lucy Licklider-573.885.3865

Duties: Used Basic accounting to organize data, entered data into QuickBooks, assisted with corporate returns and with tax extensions.

Unigroup - John McArthur
One Premier Drive
Fenton, MO 63026
Contact: Lisa Cary-636.305.3715

Duties: Assisted in the coordination of the entire relocation move process, obtained required documents for entry into applicable databases and ensured that the transportation service providers met defined expectations. Reviewed military customer service comments received on the CSS surveys.

State Street Corporation - Karyna Sagalai
801 Pennsylvania Ave.
Kansas City, MO 64105
Contact: Anne Houka-713.667.8229

Duties: Worked with a Bank Loans Team examining the loans of a large S&P 500 Company. Kept track of loan left, counting the interest rate and expenses, communicated with the Company’s shareholders, and recorded all transactions in the general journal and general ledger.

Tractor Supply Company - Laura Rockers
3714 Cody Drive
Jefferson City, MO 65109
Contact: Sean Godwin-573.635.0206

Duties: Executed assigned basic, promotional, and seasonal merchandising activities, performed opening and closing procedures, transported deposits to bank, organized and prioritize workflow, resolved customer complaints/issues and ensured the customer had a positive experience, communicated with Team Members n job responsibilities, and financial goals.

Thomas Hill Energy Center - Madeline Craig
5693 Hwy F
Clifton Hill, MO 65244
Contact: Shelley Maag-606.261.3225

Duties: Assisted in survey development and analysis of HR data; assisted with pre-employment, on-boarding and departure processes; worked with project management and career fair preparation.
Duties: As a customer service representative, made calls for personal insurance reviews, scanned documents and facilitated payments processing.

Environmental Dynamics International-Sydney Englund
5601 Paris Road
Columbia, MO 65202
Contact: Mike Ballard-573.474.9456

Duties: Assisted primarily in the system transfer from an E8 to an E10 system and completed in everyday tasks with the Finance Department.

Callaway 2 Water District-Trevor Garriott
2610 N. Westminster Ave.
Fulton, MO 65251
Contact: John Fischer-573.642.6898

Duties: Assisted with material bidding and purchasing, Utility System Design and Mapping. Daily customer service, inventory tracking, project cost analysis. Communicated with external companies for project completion and safety.

Helados Regal Artesanos Factory-Oscar Barreiro Mendez
Madrid, Spain

Duties: Assisted in finding new milk providers, developing faster and cheaper distribution methods. Learned the Spanish accounting system in order to enter invoices into a computerized accounting program. Communicated with supervisor on various business issues.
**The Brick District** – Sommer Burgard  
411 Court Street  
Fulton, MO 65251

**Contact:** Jana Salmon - 573-220-1542

**Duties:** Make a strong effort to bolster the small businesses located in the Brick District. Work with business owners to develop or enhance marketing initiatives including websites, Instagram, Facebook, Twitter, YouTube, etc.

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**William Woods University** – Juan Duran Avellaneda  
1 University Avenue  
Fulton, MO 65251

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

**Duties:** Marketing director of the Student Website Advancement Team. In charge of maintaining social network pages, creating flyers for events and interviews, and general advertisement tasks.

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**Bath Fitter** – Jordan Henderson  
1970 Congressional Drive  
St. Louis, MO 63146

**Contact:** Darren Smith – 314-413-1075

**Duties:** The event specialist is responsible for generating new leads for Bath Fitter at malls, shows, and exhibits and setting up appointments for free in-home estimates.
**H&R Block** – Jessica Jensen  
1881 N. Bluff Street  
Fulton, MO 65251

**Contact:** Charles Parish - 573-544-0533

**Duties:** Represent the tax office by providing outstanding client experience, filling in back-office and front-office roles as needed, scanning documents, data entry, document assembly, and more.

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**State Farm** – Leah Bonugli  
517 Nichols St.  
Fulton, MO 65251

**Contact:** Don Woodson – 573-642-7777

**Duties:** In charge of helping the marketing department of State Farm. This includes reaching out and advertising to younger couples, in the city of Fulton, who are new homeowners.

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**Williams Keepers, LLC** – Melanie Kala  
3220 W Edgewood Drive  
Jefferson City, MO 65109

**Contact:** Jonna Gilmore – 573-635-6196

**Duties:** Collaborate with firm employees with data entry and tax returns, assemble individual and business tax returns for filing, and remain accurate, organized, and prompt during tax season.
**Outdoor Systems and Services** – Brad Kane
144 whispering Oak Woods
Fulton, MO 65251

**Contact**: Doug Kane – 314-393-3607

**Duties**: Network with local business owners, give quotes for customers interested in the services, negotiate prices for plants and equipment, manage small work crews, watch over the daily productivity of the crews, and jump in and help on job site of needed.

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**William Woods University** – Kaley Beckstead
1 University Ave
Fulton, MO 65251

**Contact**: Kathy Groves- 573-592-1106

**Duties**: Serve as a focus group, assist and attend recruitment events such as, college affairs, alumni events, and college planning sessions. Give presentations about William Wood. Responsible for the day-to-day operations such as data entry, mailings, and other operational duties. Be assigned to a group of students to work personally with and handle correspondence as an admissions counselor.

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**Solex Technology Group** - Shelby Wiebe
2460 Executive Drive Suite 117
St. Charles, MO 63303

**Contact**: Edward Camp-314-397-5800

**Duties**: Responsible for introducing new products to customers and maintain a relationship while supporting existing solutions and upselling when appropriate. Interns are expected to maintain a constant professional attitude and demeanor, including social, business, and personal.
Mexico Area Family YMCA- Laura Fischer  
1127 Adams St.  
Mexico, MO 65265

Contact: Jancie Mcintosh- 573-581-1540

Duties: Program budgeting, maintain accurate records of all activities and events, use good communication skills by phone and in person, assist in implementing strategic plans, responsible for all marketing materials, and responsible for developing and planning fitness programs.

Entrigue Consulting- Savannah Chapman  
Online Technology Company

Contact: Kelly Artz- 303-808-5103

Duties: Assist consultants with various activities including: designing social media posts, searching social media for brand use, updating social media followings biweekly, creating newsletters and other marketing campaigns for client usage. Interns also sit in on monthly status meetings and client phone calls.

Fifth Street Financial- Denver Horn  
113 W 5th St.  
Fulton, MO 65251

Contact: Jodi Neal- 573-642-5454

Duties: Assemble individual and business tax returns for filing, answering phones, answering questions for clients about their tax return, data entry, providing assistance with tax processing, maintain client and firm confidentiality, develop efficient work habits- work must be accurate, organized, and prompt.
Williams Keepers - Abagayle Barlett  
3220 West Edgewood Suite E  
Jefferson City, MO 65109  

Contact: Jonna Gilmore- 573-635-6196  

Duties: Provided assistance with tax processing, assemble individual and business tax return filing, data entry, and other administrative duties are assigned.
**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.

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**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.

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**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.

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  
avoods@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  
Enteries 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.om  
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@gamil.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.
Darryl Johnson - William Woods University  
Admission’s Office  
One University Ave  
Fulton, MO 65251  

Contact: Kathy Groves  

Duties:  
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.

June Marcia Miller - William Woods University  
Marketing and Communications Department  
One University Ave  
Fulton, MO 65251  

Contact: Tiffany Smith  

Duties:  
Assisted with all aspects of the university marketing and communications office including blog writing, press releases, social media, video, photography and event planning.
**Summer 2016**

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

**Contact:** Brandon Schatsick [Schatsiek@somo.org](mailto:Schatsiek@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](http://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.

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

**Contact:** Mike Mouser [Mike.Mouser@nm.com](mailto: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

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**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  231.519.1298  
Duties:  
Training, scheduling, and managing new workers  
Managing shows, paperwork, client payments, and horse feed scheduling

**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  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.

**Brewster Place** - Bret Harris  
1205 SW 29th Street  
Topeka, KS 66611  
Contact: Tiffany Hobbs  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.

**Enterprise Fleet Management** – Ryan Howell  
9315 Olive Boulevard  
St. Louis, MO. 63132  
Contact: Nikki Byrd  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 Mac  
1538 E Vest St.  
Marshall, MO  
Contact: Jeff Stubblefield  jstubb3331@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.

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

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

Contact: Michalla Bolton  positiveimpactmagazine.media@gmailc.om  7274.656.0833

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

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.

YCS Group, LLC
105 East 5th Street Suite 401
Kansas City, MO 64106

Contact: Dawnua Dawson

Duties: Marketing and social media development.

Spring 2015

Jaeger Green House
2369 Creve Coeur Mill Rd
Maryland Heights, MO 63043

Contact: Todd Jaeger

Summer 2014

Plantation Golf Tours
355 North 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.

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, powerpoint 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
**Contact:** Pat Hughes
**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/collectiong 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 programing 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 programe meetings; review JCMG audit journals to highlight changes on patient records; 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 Hedgpeth

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

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:** Sheila 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