

## 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.



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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.



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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

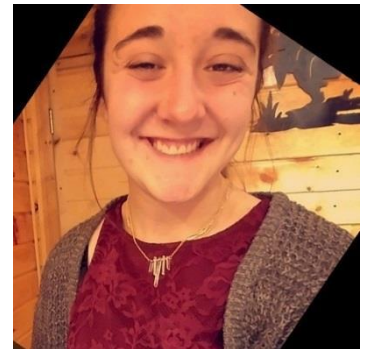
Duties: Facilitated online sales. Developed social media and marketing communications.



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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.



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

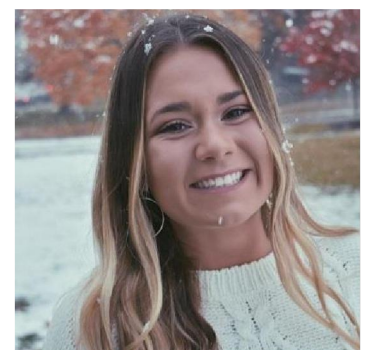
Duties: Developed marketing communications and worked with social media and digital advertising.



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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.



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Russ Weyland State Farm- Cole Schlieff  
315 W 4<sup>th</sup> 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.



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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.



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

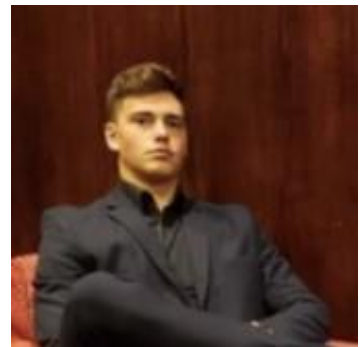
Duties: Collaborated with firm employees with data entry and tax returns, assemble individual and business tax returns for filing, and remain accurate, organized, and prompt during tax season.



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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

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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



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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.



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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.



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

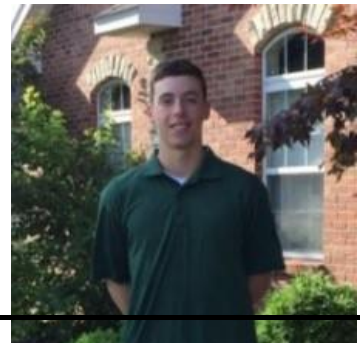
Duties: Handled marketing, advertising and sales.



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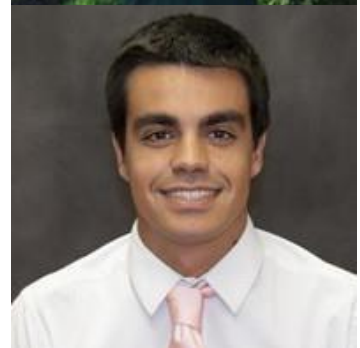
William Woods University &  
Communications- Jordan Smith  
1 University Ave  
Fulton MO 65251  
Contact: Ashley Brown- (573) 694-4363

Duties: Worked on social media and digital advertising.



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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.



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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.



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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.



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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.

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Williams Keepers- Cole Koch

3220 W Edgewood

Jefferson City MO 65109

Contact: Shawn Barnes- (573) 368-7757

Duties: Collaborated with firm employees with data entry and tax returns, assembled individual and business tax returns for filing during tax season.

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## 2019 Summer Business Internships

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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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 on job responsibilities, and financial goals.

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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.

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American Family Insurance-Paige Hollingsworth  
3730 County Road 4026  
Holts Summit, MO 65043  
Contact: Doug Otto 573.680.6905

Duties: As a customer service representative, made calls for personal insurance reviews, scanned documents and facilitated payments processing.

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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.

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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.

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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.

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## Fall 2018 and Spring 2019 Business Internships

### **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.

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**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.



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**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.



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**Fifth Street Financial-** Denver Horn

113 W 5<sup>th</sup> 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.

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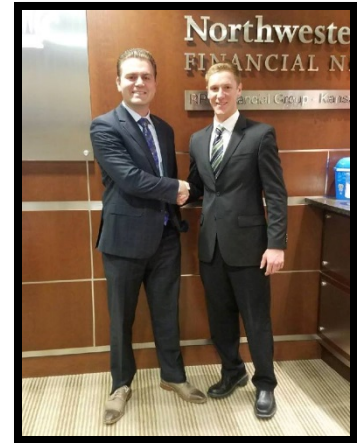
# Summer 2018 Business Internships

## **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.



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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.

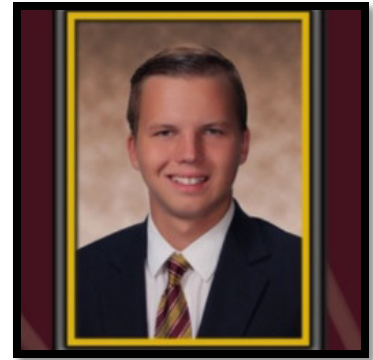


**SchlitterBaun** – Riley King

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.

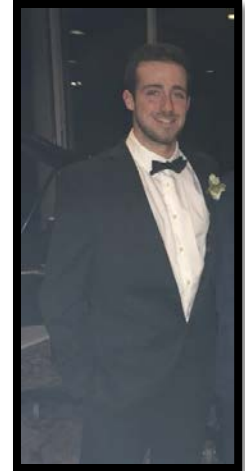


**Northwestern Mutual** – Tyler Fieser

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**

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### **Rodrigo N. Noronha Gustavo Alves**

Sibelco Group  
Alameda Xingu 350,  
SP, Brazil.

Contact: Rogerio Santos  
[Roger.o.santos@sibelco.com](mailto:Roger.o.santos@sibelco.com)  
55.11.496.5545

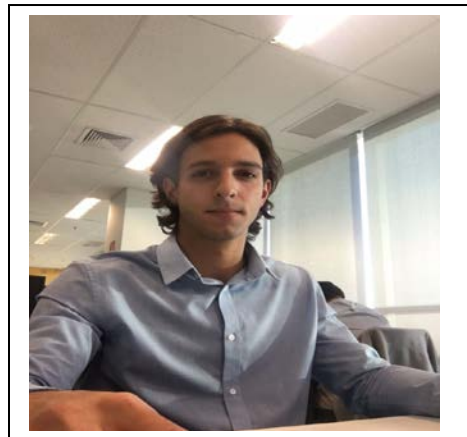
#### **Duties:**

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**

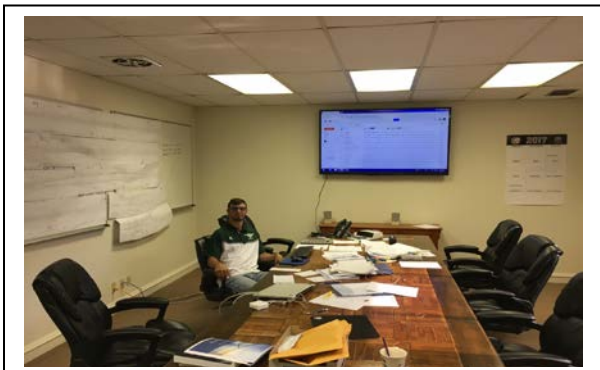
Sangamo Construction Company  
2100 E Moffat Ave.  
Springfield, IL 62702

Contact: Chip Reyhan;  
[creyhan@sangamo.net](mailto: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**

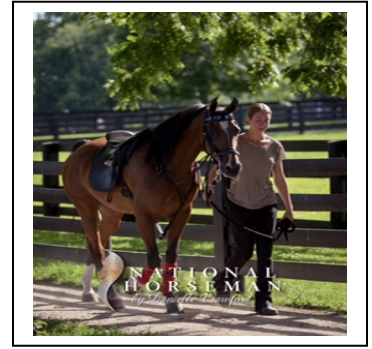
Select Show Horses

25109 Six Points Road Sheridan, IN 46069

Contact: Kelly Budd

[info@selectshowhorses.com](mailto: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

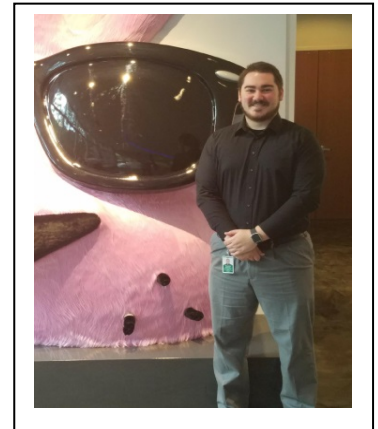
533 Maryville Univ. Dr.

St. Louis, Mo. 63141

Contact: Stacey Kelley

[Stacey.Kelley@energizer.com](mailto: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

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**Patrick Dillon**

Mosaic Life Care  
5325 Faraon Street  
St. Joseph, MO 64506

Contact: Joey Austin, Media Relations

[www.mymosaichlifecare.org](http://www.mymosaichlifecare.org)

816.271.6000

**Duties:**

Complete communications projects as assigned

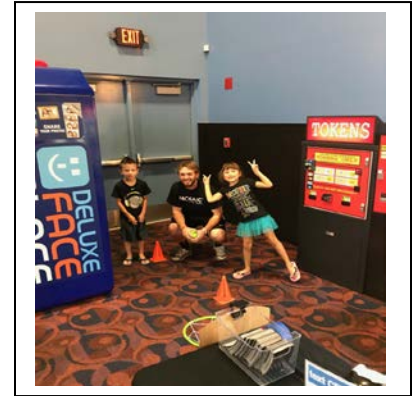
Assist in developing and implementing marketing and social media planning aimed at increasing awareness about Mosaic Life Care

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

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**Katie Knobbe**

Illinois Valley Economic Development Corporation  
223 S. Macoupin St., Gillespie, IL62033

Contact: Ann Woods

[awoods@ivedc.com](mailto: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

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**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:**

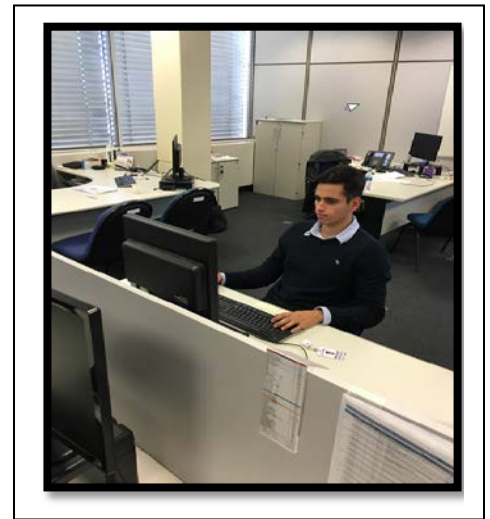
Monthly closing from the costs positions

Entries in SAP (ERP System)

Budget analysis (Actual vs Forecast)

Preparation of management summaries in SAP, Excel and Power Point

Profit and Loss analysis



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**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](mailto:otavio@phxconsultoria.com.br)

[+55\(24\)2231-2531](tel:+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](mailto: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.

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**Julia Mulder**

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

Contact: Inge Lammers

[inge@rvsmarketing.nl](mailto: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

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**Ethan Niemeyer**  
Bartlett Grain Company  
16 NE 50 Ave, Great Bend, KS 67530

Contact: Adam Hoffman  
[ahoffman@bartlett-grain.com](mailto:ahoffman@bartlett-grain.com)  
620.282.2548

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

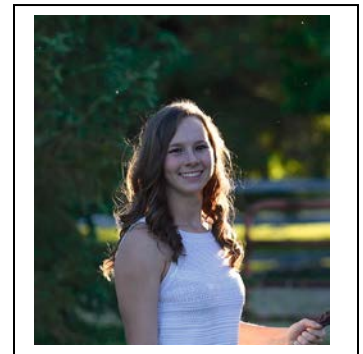
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**Nicole Noland (Bus. Admin & MIS)**  
Experian (Automotive Sector)  
[955 American Lane, Schaumburg, IL 60173](https://www.experian.com)

Contact: Erik Hjermstad  
[Erik.Hjermstad@experience.om](mailto: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.

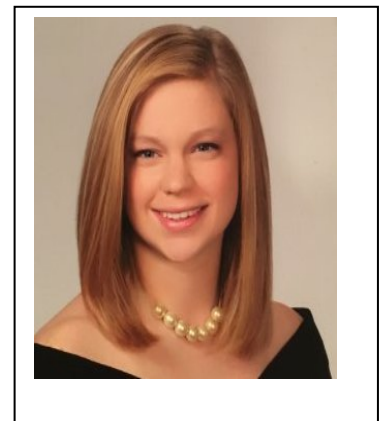


**Madison Reifsteck**  
**Denver Connections**  
Mainstream Promotions  
now Makeover Essentials  
225 S Academy Blvd 201  
Colorado Springs, CO 80910

Contact: N/A

Duties:  
Marketing Intern,  
Extending direct marketing services for a cosmetic company called Makeover Essentials

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**Claire Trafton**

Steve Wolfe Performance Horses  
30513 N 144<sup>th</sup> St.  
Scottsdale, AZ 85262

Contact: Steve Wolfe  
[steve Wolfe@gmail.com](mailto:steve Wolfe@gmail.com)  
602.677.8875

**Duties:**

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

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**Matt Underwood**

Irene's Homemade Granola  
538 Leffingwell Ste. E  
Kirkwood, MO. 63122

Contact: Irene Reinkenmeyer  
[irenehomemaegrnola@gmail.com](mailto:irenehomemaegrnola@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

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**Lindsay Van Tress**

Weichert Realtors  
3700 Monterey Dr Suite A,  
Columbia, MO 65203

Contact: Karen Clapp  
[KClapp@weichartft.com](mailto:KClapp@weichartft.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.



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**Samantha Wilkinson**

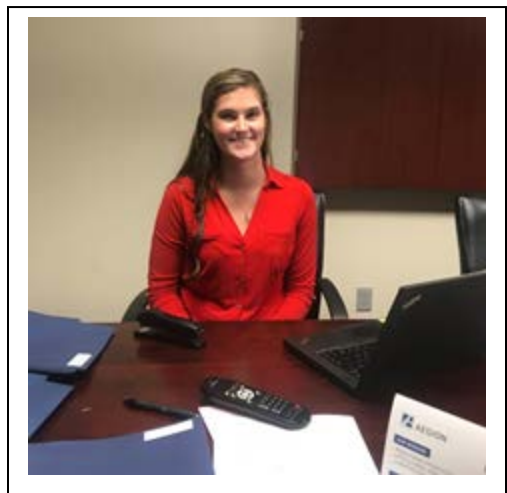
Aegion  
17988 Edison Ave, Chesterfield, MO 63005

Contact: Steve Callahan  
[Scallahan@aegion.com](mailto: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 where 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.

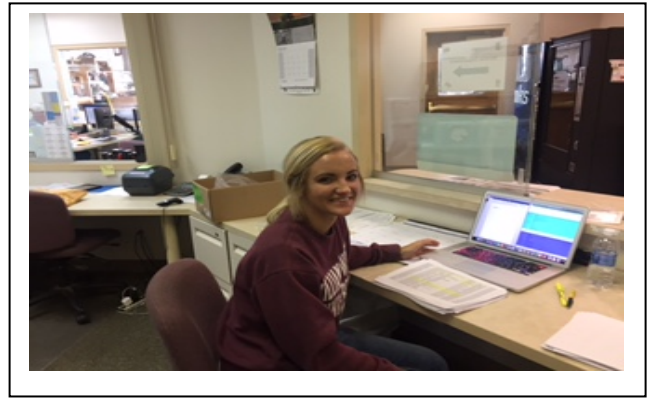


Emily Wommack  
Sydenstricker Implement  
155 John Deere Dr,  
Moscow Mills, MO 63362

Contact: Curtis Alderson  
[CAlderson@sydenstrickers.com](mailto: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



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### **Cameron Baker-Central Bank, Fulton, MO**

410 Market Street  
Fulton, MO 65251

Contact: Kelly Trigg, Branch Manager

[Kelly.trigg@centralbank.net](mailto: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.



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### **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.



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### **Anthony Dewey-Old Hawthorne**

6221 E. Highway WW.  
Columbia, MO 65201

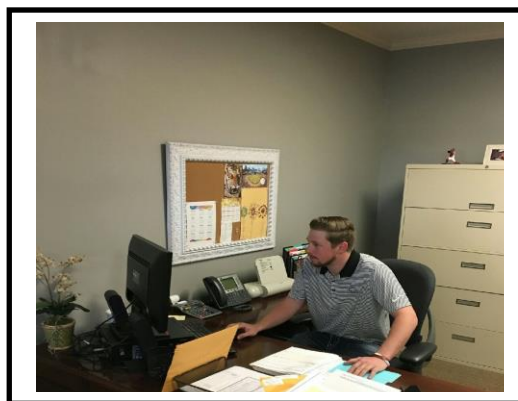
Contact: Lauren Burnett, Special Events Mgr.

573.442.5280 x 3

[lauren@oldhawthorned.com](mailto:lauren@oldhawthorned.com)

#### **Duties:**

Management including meeting and scheduling of all vendors, employees, communications, reports, etc. for special events held at Old Hawthorne.



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**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.



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**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. 16<sup>th</sup> 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

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**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 8<sup>th</sup> 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 29<sup>th</sup> 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.

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**Joe Machens Dealerships** – Ida Jacaway

500 Vandiver Dr.  
Columbia, MO 65202

**Contact:** Kimberly Favazzo Patrum [kimberly@machens.com](mailto: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 [jstubb3331@gmail.com](mailto:jstubb3331@gmail.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](mailto: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.

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**Willowmay Farm – Adelaide Reddish**

5452 W. Chester Pike,  
Newtown, PA 19073

**Contact:** Julie Fitzpatrick, [blaeberry001@aol.com](mailto: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](mailto: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 [postiveimpactmagazine.media@gmailc.om](mailto:postiveimpactmagazine.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.

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**Alliance Stud/Equine Services – Kaitlyn Wilson**

9460 Shelbyville road  
Simpsonville, KY 40067

**Contact:** Rebecca Campbell [rebeccam@eqshospital.com](mailto: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

**Chilicothe Mudcats**

PO Box 1155

Chilicothe, 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 Novern Dr

Ballwin, MO 63071

**Contact:** Paul Ellis, [pellis@pjgt.com](mailto: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, 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 Tomador'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

**Intern Duties:** Attend various IT integration review meetings. Update prices in online catalog (SAP). Write various formulas using VLookup functions for identifying new pricing. Work on Telecomm spending pivot tables; separate invoices. Work on active ports running in the server room. Cross check active/non-active ports. Usability Testing E-commerce site.

**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**

Ladonia, 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; create 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 programming 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 programming meetings. Work on programming 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. Complete 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 Stertz 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

### Dunavant's 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