

Internships

Received 3/08 101

Internship Title:

Paralegal/legal assistant

Qualifications:

- Transcription – knowledge of legal and medical terminology, excellent spelling and grammar skills a must
- Computer Skills – Microsoft Office 2003
- Filing, copying, experience with a multi-line phone system
- Picking up and logging in daily mail
- Good people skills a must

Experience Gained:

Experience or training in auto negligence claims a plus.

Received 3/08 102

Internship Title:

Sales/Marketing

Qualifications:

Some typing skills, internet experience: browsing and searching, phone presents – friendly, sales experience – optional, marketing experience – optional

Experience Gained:

How to sell and market products via Internet Team Work – 2 and 3 person teams

Additional Info:

Must sign a non-compete clause (5 years)

Received 2/08 103

Internship Title:

Administrative Assistant

Qualifications:

Clerical skills, and exceptional computer skills, especially in being able to set up a customized data base.

Experience Gained:

In addition to getting a real grasp on prisoner needs by designing a database that will be user-friendly for this office, the intern will discover the desperate need for prisoner advocacy and the amazingly inept methods of operation used by the Michigan Department of Corrections.

Additional Info:

Intern will have his/her own work station and computer right next to supervisor for day to day tutoring on working with prisoners.

Received 02/08 104

Internship Title:

General Accountant

Qualifications:

Student must have good working knowledge of Windows XP & MS Office. Must be able to work independently and be able to use tutorials to gain some skills required for certain tasks (eg. QuickBooks Tutorials)

Experience Gained:

Student will learn & perform all accounting functions found in a small business environment. Skills learned include, but are not limited to: Order entry, invoice processing, tax report filing, payroll etc. Student will use QuickBooks Pro accounting software.

Additional Info:

Prisbusin Inc. is planning to switch from Peachtree Accounting to QuickBooks Pro accounting this year. The student would be tasked with setting up the company in QB Pro and perform daily accounting functions.

Internships

Received 04/08 105

Internship Title:

Life Enrichment Assistant

Qualifications:

Compassionate pleasant personality. Ability to be flexible and work independently as well as taking instruction in a team environment. Creative and outgoing. Ability to work with people w/ demential and frail elderly

Experience Gained:

Communication skills, being creative and flexible in an apporpiriate way to meet the social, cognitive, spiritual, emotional, and independence needs of an elderly population.

Additional Info:

Taking instruction and offering your own opinion regarding planning activities is welcome.

Received 01/08 106

Internship Title:

Graphic Designer

Qualifications:

Would like a college student with a creative edge and a quick thinker. We would prefer someone who is going to graduate or has some previous Design experience. Proficient in Adobe Illustrator, Photoshop, and Indesign.

Experience Gained:

Good understanding of the sign industry ie. Proper letter height, color, materials used, etc.

Additional Info:

Our business hours are from 8am to 5pm.

Received 01/08 107

Internship Title:

Graphics Web/Brochure Designer

Qualifications:

We are looking for an Intern to help us develop a new look for our website and brochure. This will be a paid position.

Experience Gained:

Developing and implementing a Website and creation of brochure to enhance marketing methods.

Received 04/08 108

Internship Title:

Website Designer

Qualifications:

Minimum but needs to know Flash

Experience Gained:

Notable

Additional Info:

Please call for more info. Current websites in www.undervideos.com, www.1037thebeat.com & www.castyourvote2008.com

Received 08/08 109

Internship Title:

Part Time IT Support

Qualifications:

Highly motivated and able to work effectively with little supervision

Basic computer trouble shooting abilities

Proficient with Crystal Reports, database management, and Microsoft Access

Experience Gained:

- Basic Computer Support
- Basic Server Maintenance
- Basic website support
- Computer Maintenance
- Quantum Control

Received 10/08 111

Internship Title:

Laboratory Technician

Qualifications: Work towards Associate's degree required. Concentration in Chemistry or Science with Lab specialization

Experience Gained:

- Test raw materials
- In-Process samples, and finished products for full integration and support of Tower Laboratories' business and operations.
- Assist with the documentation and evaluation of QC analytical results.

Additional Info: Position part-time or full-time for 3-6 months. Starting pay negotiable. Tower laboratories is the premier effervescent product manufacturer in the United States. We develop and produce high-quality products for the contract manufacturing and private label markets. Tower Laboratories specializes in the application of effervescence as a product delivery system. We develop and manufacture over-the-counter medications in our Montague facility.

**Received 10/08
112**

Internship Title: **Marketing/Business**

Qualifications: Business Classes
Marketing Classes

Experience Gained:

- Customer (Existing) Contact
- NDS Experience
- Phone Skills

**Received 11/08
113**

Human Services

Info: You will be working with single-parent families, unemployed individuals, working poor families, senior citizens and others in special circumstances of life.

**Received 11/08
114**

Internship Title: **Support Associate**

Qualifications: Communication skills (telephone, e-mail, fax, written, in person)
Organization skills (filing, (re)organizing, multitasking)
Empathy (for Alzheimer, patients, caregivers, and professionals)
Positive human interaction skills while giving and taking direction

Experience Gained: Learning the social healthcare services area from within an existing network of agencies, personnel, and businesses.
Hands on administrative processes

Additional Information: Must be able to work with elderly population. Must be punctual and be able to work with and without close supervision.

**Received 01/09
115**

Internship Title: **Care Coordinator**

Qualifications:

- Social worker or an individual working toward Human Services Degree.
- Superb organizational and administrative skills
- Highly motivated and efficient.
- Possess a desire to work with the geriatric population.

Experience Gained:

- Development of Leadership/Management skills
- Development of geriatric case management skills
- Valuable work experience in field of study.

**Received 01/09
116**

Internship Title:
Job Information:

Accounting

- Credit Determinatin- obtain credit applications, check references, run credit reports, suggest credit limits
- Make collection calls
- Electronic Invoicing follow up
- Helping to obtain tax exempt certificates from customers
- Processing Accounts Payable
- Account Reconciliation

Additional
Information:

Reid Supply Company, contact Kris Benson-HR Assistant, e-mail:
kbenson@reidentities.com , salary: unpaid

**Received 01/09
117**

Internship Title:
Job Information:

HR Intern

- Fulfill duties as assigned by the HR Assistant
- Knowledge of the proper handling of confidential information including both spoken and written material
- Maintain personnel records for completeness and accuracy according to legal requirements
- Assist Staff with periodic audits
- Update forms when required by regulatory and/or legislative changes

Additional
Information:

Reid Supply Company, contact Kris Benson-HR Assistant, e-mail:
kbenson@reidentities.com

**Received 01/09
118**

Internship Title:
Job Information:

Purchasing Support Intern

- Review promised dates with suppliers
- Input information on orders
- Update and maintain purchase orders
- Assure incoming merchandise is entered into inventory appropriately
- Process of special orders and quotes
- Help maintain accurate inventory records

Additional
Information:

Reid Supply Company, contact Kris Benson-HR Assistant, e-mail:
kbenson@reidentities.com

**Received 01/09
119**

Internship Title:
Job Information:

Marketing Intern

- Assist in the development, production, and execution of the marketing plan.
- Assist in tracking all projects including the annual catalog, monthly fliers, order stuffers, web banners, and advertising
- Graphic duties such as changes in data and inputting new product information
- Websites duties might include updating with current information on new products

Additional
Information:

Reid Supply Company, contact Kris Benson-HR Assistant, e-mail:
kbenson@reidentities.com

**Received 01/09
120**

Internship Title:
Job Information:

Customer Service/Sales Intern

- Accurately enter orders
- Client relations
- Sales solicitation by telephone
- Analyze competitors information to identify sales opportunities and assist in the quoting process
- Other duties or projects as assigned

Additional
Information:

Reid Supply Company, contact Kris Benson-HR Assistant, e-mail:
kbenson@reidentities.com

**Received 01/09
121**

Internship Title:
Job Information:

IT Intern

- Provides support for local LAN and computer peripherals
- Install software and hardware improvements
- Troubleshoot and resolve network, database, and computer issues
- Works with management and users to analyze, specify and design business applications
- Other duties as assigned

Additional
Information:

Reid Supply Company, contact Kris Benson-HR Assistant, e-mail:
kbenson@reidentities.com

**Received 01/09
122**

Internship Title:
Job Information:

Product Management Intern

- Create spreadsheet for new product lines
- Research, develop, and launch of new product lines,
- Assist with market analysis
- Assist in catalog development
- Develop overall price management strategy, including promotional pricing
- Create new item price groups and apply appropriate discount structure
- Analyze our competitor pricing
- Assist with trade shows
- Other duties as assigned

Additional
Information:

Reid Supply Company, contact Kris Benson-HR Assistant, e-mail:
kbenson@reidentities.com

**Received 01/09
123**

Internship Title:
Job Description:

Web Designer/Developer (Fulltime-Intern)

We have an excellent opportunity for someone who is passionate about the web, how it functions, performs and serves the Customer. Primary duties include assisting the Web Services team with web site maintenance, merchandising, analytics, reporting, and overall functionality

Requirements

Exceptional organizational, follow up and interpersonal communication skills a must, and excellent project management skills, 5 years of web maintenance

and reporting/analytics. Prefer Bachelor degree in related field and SQL(Oracle)

Salary
Benefits

negotiable
Competitive wage and benefits along with a fun and rewarding work place. If you are interested in joining a growing company, please send a resume with a cover letter including salary history.

Contact Information:

Reid Supply Company Human Resource Department 2265 Black Creek Rd.
Muskegon, MI 49444 or e-mail: resume@reidsupply.com

**Received 01/09
124**

Internship Title:
Job Information:

Marketing/Web Marketing Intern- Unpaid

- Thomasnet & KellySearch: identify and capture deep links on our web site based on keyword search and loading them into a database
- Carhartt Image Capture-help rebuild the image database for Carhartt products
- ReidSupply.com Image Search-need to create a new “representative” image groupings so customers can tell at a glance if the type of products they are looking for are in particular product group.
- Other projects such as, attribute clean up, bad link searches, keyword research, etc

Additional
Information:

Reid Supply Company, contact Kris Benson-HR Assistant, e-mail:
kbenson@reidentities.com

**Received 01/09
125**

Internship Title:
Qualifications:

Web Developer

- Proficient in HTML & PHP
- Working Knowledge of SQL Query Structure
- Working Knowledge of Linux

Experience Gained:

Real Life Web Development Experience, Experience with E-commerce Development, Database Architecture and Development

Additional
Information:

We are seeking some Web Interns to Assist the Webmaster in Creating online store fronts for our company and out clients as well as working on Intranet and Internet sites. Writing Custome Modules for the Magento Commerce and Joomla Platforms

**Received 01/09
126**

Internship Title:
Qualifications:

Administrative Assistant

Priorities

- Relieve management of administrative detail, all projects
- Coordinate work flow
- Update and chase delegated tasks to ensure progress to deadlines
- Take initiative in manager’s absence
- Maintain procedures manual to ensure consistent performance of routines

Communication

- Compose correspondence/reports for own or manager’s signature
- Arrange essential mail in priority action order for boss
- Check deadlines on incoming requests and put preliminary work in play

- Process replies on own initiative or from bosses' dictation or notes
- Research, draft or abstract reports

Phone

- Handle all inquiries within my capacity
- Arrange "callbacks: to protect boss's time
- Provide back-up materials for callbacks

**Received 02/09
127**

Internship Title:
Qualifications:

Publishing Coordinator

- Organized, creative, and outgoing individual
- Excellent writing skills
- Proficient in MS Office
- Must have a laptop or home office as most work will be done primarily from home
- Must be well disciplined and able to meet deadlines

Experience Gained:

Will interact directly with school superintendents, principals, teachers, and students grades K-5th along with the publisher and graphic designer.

- Maintain a list of events for kids in West Michigan
- Coordinate the kid's contest every month as part of the publisher page
- Contribute writings and content for the publication
- Assist the publisher and graphic designer
- Work directly with distribution
- Act as liaison between clients, publisher, designer, and distributor

Additional Information:

Hours: 10 – 15 hours per week Pay: \$100.00 per month
The individual selected will be listed in Kidsville News as the Publishing Coordinator and will have an opportunity to publish their work with credit in Kidsville News.

About the Organization: Kidsville News! Of West Michigan is a fun, educational and free newspaper distributed to 45,000 K-5th grade students in Muskegon and Ottawa counties. By April, we expect circulation to soar to 98,000 when Kidsville News! is distributed to schools in Kent County.

**Received 02/09
128**

Internship Title:
Qualifications:

Administrative Assistant Intern

Administrative Assistant Intern will be involved in many on-going projects and will include, but not be limited to, the following:

- Assist with database work and updates
- Contact customers and update company information
- Other projects as assigned by department heads

Additional Information:

This is an unpaid internship. There is one position available. Days and times are yet to be determined.

**Received 03/08
129**

Internship Title:
Qualifications:

Hotel Operations Intern

Interest in the hospitality management field. Prior hotel experience a plus. Positive attitude. Hard worker. Nights, weekends, and holidays are required. A thorough understanding of all hotel operations. People management skills. Time management skills. An understanding of Muskegon tourism industry.

Experience Gained:

Additional Info: This is a great opportunity for someone new to the hospitality field looking to grow in a hospitality management career.

**Received 03/08
130**

Internship Title: **Auto Body Tech and Mechanic Tech**
Qualifications: Knowledge of auto body or mechanical
Basic Mathematics, Positive attitude, Good reading ability, Willingness to learn and follow directions.
Experience Gained: On job instruction/formal training
High performance fabrication and installation.
Advanced instruction on custom restoration and installation.
Additional Info: Allspeed is not your average repair center. We are a true high performance custom design facility. We are recognized by our award winning, nationally recognized vehicles.
Contact Info: Allspeed Performance
375 W. Hackley Ave.
Muskegon Heights, MI 49444
Phone: (231)-739-5484
Fax: (231)-739-5486
Website: www.allspeedperformance.com

**Received 05/09
131**

Internship Title: **Gallery Director Assistant**
Qualifications: Must be in the art or interior design field. Have computer knowledge, great communication skills and reliable.
Experience Gained: Student would gain knowledge in art gallery sales, hanging artwork and re-arrange the gallery and display window, making gallery tags, and learning some of the custom framing design. You would also acquire knowledge in what it takes to present your work to art galleries. *Great experience!*
Additional Info: Starting date: As soon as possible
Work 8 hours a week. Flexible hours. Work one full day or two half days.
Student would receive:
Commission 70% artist, 30% gallery on sales of their work.
Attain a small area of wall space for their work.
Access to excess framing materials. Lots of scrap matboard, and readymade frames for their artwork!
Unpaid internship.
Contact Info: Please send your resume, a short biography about yourself and 3 photographs of your work by email or mail. Visit our website at www.dreeseart.com. If you have any questions, give Christi a call at 616-844-4453 or email: dreeseart@sbcglobal.net
E-mail: dreeseart@sbcglobal.net
Address: Dreese Fine Art & Framing
701 E. Savidge St, Suite 3
Spring Lake, MI 49456

**Received 05/09
132**

Internship Title: Executive Management Intern
Qualifications: Strong interest in start-up industry, food industry with a focus in Business Administration, Project Management, Industrial Engineering or Operations Management.
Experience Gained:

- Evaluate kitchen efficiency issues, making recommendations and implementation of cost reductions including researching vendors for cost/pricing, managing inventory, and forecasting quarterly needs.
- Monitor plant reporting and inventory tracking and identify trends,

problems, and work with management team to determine solutions.

- Research leading to recommendations on any new process, business interest or asset that the business requires and managing the implementation process including developing and maintaining our sales database and implementing best practices/whites paper for our inventory management process.
- Participate in the baking, filling, labeling and packaging of our granola product on-site at kitchen.
- Participate in sales and marketing strategoy on a retail, wholesale, and direct sales and capacity.
- Organize, update and provide administrative assistance as needed and requested.

Additional Info:

- Must be proficient in Word, Excel, PowerPoint, Outlook. Quickbooks very helpful.
- Strong project management skills, ability to multi-task and work in a fast-paced environment that does not have process in place.
- Entrepreneurial spirit, “can do” attitude and ability to think outside of the box is critical.
- Ability to offer solutions, ideas and be proactive is essential.
- Ability to travel up to 20%.
- Excellent communication and strong writing skills.
- Ability to stand for long periods of time and carry up to 50 lbs.

Contact Info:

Mail resume to PO Box 144, Marne, MI