Be Employable Event

Bully Pulpit Interactive

Enrique Sosaya
Location

- Washington, D.C.
This internship is for...

- All majors
- Seniors preferred
- Outgoing personality a plus
Duties of Internship

Assisting with Accounts Payable/Receivables:
- Invoice tracking
- Reconciliations of client accounts
- Reaching out to vendors to clear discrepancies
- Entering financial information into Quickbooks
- Miscellaneous projects, such as developing credit reports, researching needs of company
- Filing
What coursework is needed?

• No specific coursework required
• “Learn as you go” experience
• Majors usually considered are economics, finance, accounting.
• Should have intermediate experience with Excel
What did I gain from this internship?

• Working knowledge of QuickBooks
• How a small business in the private sector operates.
• Better idea of what I want to do in the future.
• More clarity in the direction I want to take and kind of workplace and possibly the industry you want to work in.
• Made new friends