

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