

Summer Internship!
2018

As our **Project Coordination Intern**, you will you will work for our **Chairman/Co-CEO** working on vital projects for many of our unique business units.

DAY TO DAY PROJECTS:

- Research new projects for the Co-CEO.
- Build presentations and communicate findings.
- Create charts and graphs using raw data.
- Develop and maintain project files.

EXPERIENCE AND/OR SKILLS YOU HAVE A KNACK FOR:

- Break out the planner – you should be organized and super comfortable with project coordination.
- Sharpen those presentation skills; you won't get a greater experience than presenting to our Co-CEO!
- Building relationships and working effectively with others is a no-brainer.
- How would you provide the information researched if it not through charts and graphs?! This means that you should be extremely comfortable in various software programs.

EDUCATION:

You should be currently enrolled in an accredited college or university pursuing a degree in **Marketing, Market Research** or **Business**.



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PROJECT COORDINATION INTERN

 Manchester, NH

 May 21, 2018 - August 3, 2018