

### **David C. - Publication Photographer**

This summer I interned as a Publication Photographer at Hidden Villa in Los Altos Hills, an organic farm that offers community programs and summer camps for children K-12. My main task included photographing the campers and staff. In addition, I was in charge of cataloging and uploading the photos to the organization's servers to be used in promotional material.

At Hidden Villa I captured and retouched hundreds of photos. I organized, catalogued and selected photos to be used in two Slideshows. The photos and the final slideshow provided Hidden Villa with material to use for promotional and marketing purposes.

My experience at Hidden Villa helped me grow as a photographer and video production, it was very rewarding, I was having fun while learning and improving professionally. Working on the slideshows was the most challenging since I wanted to motion track the photos. This was very time consuming but as I was going through I found new ways to streamline the process.

### **Alexis B – EUREKA Coordinator**

I have accomplished growing more as a mentor to these young women as well as learning about other topics such as Geology and furthering my knowledge in Biology. The girls did a sheep eye and a sheep brain dissection so it pushed me to brush up on my anatomy. I also had the pleasure of working with the younger girls age six to ten.

Working with the younger girls taught me that how you speak to children is important to their growth. The most important thing is for them to know that they can do anything they set their minds to despite obstacles.

I want to become a Dermatologist and I was not sure if I wanted to be a pediatric dermatologist because I did not feel capable of having the patience or tactfulness to work with children but I feel differently now and find them so joyous to be around.

The most rewarding part of my internship is having hope for the future generations. I have met some of the brightest young women and I am excited for them to conquer their future goals. The most challenging aspect was learning how to talk to them where I am not implementing societal views of women but speaking in a gender-neutral manner regarding our expectations of them.

### **Kristoffer A, Heart Walk**

This summer I worked with the American Heart Association – Greater Bay Area in Oakland. My task is to assist the Business Development Coordinator and Event Planner in the logistics of the 2017 Bay Area Heart Walk events as the volunteer lead. I created an email template inviting volunteers of last year's Heart Walk to volunteer again. I contacted volunteer groups in the Bay Area including schools, colleges/universities. With the coordinator's direction and approval, I posted volunteer opportunity on websites such as GoVoluntr, Eventbrite, Volunteermatch and Craigslist. I managed and updated the volunteer tracking database.

I also helped with projects such as research for a possible event venue for next year's Hard Hats with Heart program. I created a Powerpoint presentation showing potential participants how to sign-up to walk for the Heart Walk, and a flyer about the Redwood City Heart Walk to be distributed to employees of a participating company. I organized and monitored the inventory for our Heart Walk materials, fulfilled mail requests, assisted in the in-kind donation campaign, and more.

I learned a lot about event planning, researching, organizing and volunteer recruitment and how non-profit agencies, such as the American Heart Association, help people and help communities. Their goal to build healthier lives, free of cardiovascular disease and stroke is a very compelling goal that is why I am inspired be here.

The most rewarding aspect of my internship is that I am able to work with an organization that has been making a big impact on the lives of a lot of people in the community and the whole country. I will continue to volunteer and help in the Heart Walk events and other events of the American Heart Association. Sharing my time, talent with the AHA this summer is a very nice experience that I will never forget and I believe that what I've learned here is applicable to the M.S. in Health Care Administration degree I'm hoping to complete by next year.

### **Kelsey R. - Program and Development Intern for CoachArt**

Interning for CoachArt was one the best opportunities thus far in my budding working career. All of the projects assigned to me were hands-on. I reviewed applications and input data to CoachArt databases. Additionally, I communicated with CoachArt families directly, ensuring all of their information was accurate and all concerns were addressed. I also learned and use many new programs, including a popular web-hosting service and Salesforce.

One of my greatest accomplishments was testing CoachArt's new online platform. Their objective was to offer the volunteer and student application online while introducing a text-alert feature for convenience, easier access, and to increase matches for both the volunteers and students. I tested and retested all stages of the online applications before it went live. I offered feedback to ensure the site was running smoothly and effectively before the launch date. Knowing that I contributed to CoachArt during a vital time of growth and transition gave me a strong sense of accomplishment and pride. With that, my second greatest accomplishment was becoming a volunteer myself. I was able to see CoachArt from the inside, and see CoachArt's magic come to life as a volunteer Coach.

By interning with CoachArt, I accomplished my goal of working with and learning from a non-profit organization whose values mirror my own- all while directly impacting the community in which I live.

### **Julia J. , Literacy Advocate**

I was an intern at Girls Inc. of West Contra Costa County. As one of the teachers for the Reading Group, I helped children enhance their reading skills by organizing literacy based activities and reading books that were at or above their grade level. I helped children discover the joys of reading, giving them the ability to comprehend what they're reading, and skills they need to read books they may have felt too challenged by before.

I am a criminal justice major, my goal is to have a career working with youth, at Girls Inc., I gained experience with children, an understanding of what personal skills I need to develop with children and parents, and insight as to what I can do to get a job in the field I desire. Interning with Girls Inc. has given me more leverage when I do decide to enter the work force. It was also satisfying to return to the neighborhood I grew up in and help the youth of the community learn such an essential life skill.

The most challenging aspect was to intervene with children bullying each other. It was heartbreaking watching as a girl was left feeling bad about the way she looked, or a boy was made to feel weak

because he was smaller than those around him. The upside was being able to step in and teach them why it was not okay to make each other feel this way, and watching as they reconciled with each other.

Every day was rewarding but I would say the best part was when the kids give me their artwork telling me how much they loved or appreciated me. It was especially nice when they would use words we had worked on learning that day as it showed me I had successfully taught them something.

### **Malakh H. , Accounting Intern**

I interned with Super Stars Literacy because I wanted to build my skills and accounting experience in the real world instead of through books. I experienced the culture and environment of working, from performing deposits, to entering invoices, and completing financial statements, and completing other projects in excel, it has taught me a lot.

I met a lot of people, who have given me tips on how to become successful. I also had the chance to have my resume and cover letter reviewed, and assisted in completing tax forms. I also learned about a lot of resources that will help me succeed in the future.

I met a lot of my personal and academic goals in this internship. I have been studying accounting for a while, and what I have learned in school, was not the full illustration of what accounting really is. I was able to reinforce my skills, and learn new skills.

This internship was rewarding, everything about it amazing, from interacting with the staff, to getting a picture of what the culture of work is like for a non profit organization. Another amazing reward I gained was meeting a lot of people with the skills and intentions of helping others who don't have a lot of resources. The most challenging aspect was making mistakes and errors, I was afraid that I might make a serious mistake that would affect the organization, I made some small errors that I learned from.

### **Tien T. Accounting Intern**

I interned at the Accounting Department of Regional Center of East Bay, I am so happy that was chosen to be an intern. It is such a great opportunity for me to enter the real professional world of accounting. My last day at RCEB ended with a very warm, friendly breakfast that was hosted by the controller. She is a great supervisor who is never absent during the time I was there. She is happy, energetic person even in pressure (auditing) time. Staff also gave me very nice compliments and told me to apply for a job at RCEB after I finish school. They make me feel welcome and motivated.

My assignments were to: Verify the scanned journal entries, Restricted Trust Bank Reconciliation, Assist of reconciliation of Balance sheet accounts, List journal entries in journal entries template, Filing the vendor's records, Input the cast transfer forms in CT cash requirement., Assist in calculate mileage reimbursement , Sort the monthly journal entries to identify the 3 years & prior amount print out Verify the completeness of journal entries by month., Post Accounting Receivable payment , Assist POS in modify max monthly hours allowed for vendors (Purchase of Service in updating the authorization of numbers of hours billed by vendors., Review and save journal entries to the month ended folder Match vendor invoices with EFT., Go over each JE and look for Remittance advice letter sent by a customer to a supplier, to inform that their invoices has been paid, Assist Silvia in preparing papers for auditors, providing documents of rate and agreements with vendors.

Due to some internal policies, I could not stay longer to volunteer even though I want to. 100 hour internship is too short but it was a great opportunity for me to observe the duties and responsibilities

that I will perform on a daily basis when I become an accountant. Out of many skills, organization, good communication, and time management are necessary skills that an accountant needs to have and I think I have those skills. I also learned from Silvia and IT staffs some excel skills that I know I will need for my future jobs.

Hopefully, RECB will be the place where I'll land my career on after graduation. Now it is time for me to focus and get the degree. The school year of 2017/2018, here I come.

### **Priya S. - Workforce Development Intern**

This summer I worked at Alameda Point Collaborative. It is a nonprofit organization that helps homeless people get back on their feet and have a long term support system.

I was creating a communication platform for the staff and residents I created a few posters for spreading the word about the group and a Facebook Group agreement to ensure safety and confidentiality within the group. I created a Gmail and a Facebook Group for the Workforce Development Department. The Gmail account had useful tools such as Google Forms and Google Docs which would help the department gain feedback from residents. I saved all my research on Google Docs so it wouldn't be misplaced and would be easily transferred to other interns/staff of APC.

The Education and Employment Department needed a platform where residents would receive real time updates of everything the staff does. The department wanted to save trees and cut expenses by posting online newsletters rather than mailing. I learned about online community management which helped me understand how businesses develop their social media community and understood consumers needs.

As a business major, I learned how important feedback was to a company and how to manage my time and set deadlines for myself since it was an independent project I worked on.

I also met my career goals of gaining online community development, researching and management skills. I used many online resources and developed a safe and private community while meeting the goals and managing my time efficiently.

The most rewarding aspect of my internship was that my research was put into use. The career assessments I researched and tested were used by residents of APC they said that it helped them and was relevant. This made me feel accomplished and satisfied that my research was being put into good use.

### **Tierra Fields**

I am interning at the Salvation Army. The Hayward Corps. are friendly and great people to be around. I supervise children ages six through twelve on the Hayward site and attend field trips twice a week to multiple locations including bowling, water parks, movies, and more. I participate in the camp activities daily and monitor the youth closely when we attend field trips. I watch the youth and keep them safe, learn new activities for future events, build relationships with many people, and enjoy different experiences that helps me determine my plans for after college

My career goals are being met, and this was the most rewarding part of the internship I am getting a glance at what it will be like to work with children for a living. The activities with the children makes me certain that I want to work with children.

My internship will end in three weeks. I am volunteering past the camps end date to help more. The most rewarding aspect of my internship was the experience and relationships I made.

### **Anum C. Summer Program Intern**

I am working at Girls Inc. Summer Program. I accomplished a better understanding of how to get the job done, in terms of program coordination and working with others. Information about the job is not always specific, thus obtaining relevant information is crucial by effective and active communication.

I am meeting both personal career and academic goals, I am a Psychology major and a sociology minor. I get exposure to social work, that is my career goal by getting my LCSW (License in Clinical Social Work), and my academic goal to narrow down which particular field within social work I'd like to pursue.

The most rewarding aspect of the internship was receiving the Trauma-informed training. The interns gained knowledge on how to deal with certain behavioral issues that may arise with the girls during camp. It also gave the reasoning why those behaviors may occur. Bonding with the girls was very rewarding as well, learning who they are as individuals and where they come from was fascinating and a great learning experience about people/communities in general.

The most challenging aspect was to stay informed of the program scheduling. Figuring out the logistics was confusing, and interns had to be extremely flexible and understanding of that.

The other challenging aspect was the girls' attitudes, many of them came from difficult backgrounds, aggression was natural. They would talk back consistently and argue, or not want to participate in activities. This would be extremely challenging at times, as they would not listen to the interns or Program Leaders, and the supervisor would intervene as they were more experienced with these kinds of issues.

### **Dia J. – Community Outreach**

For my internship in the summer I made surveys for the community about starting a community garden at South Hayward Parish. The survey included questions about starting a farmers market on Tennyson Road in Hayward. I engage people in the community to see if they would be interested, I ask people who came for food distributions Tuesday-Thursday. I also helped with distributing food to the community and helped with events that South Hayward Parish hosted.

A personal career goal I achieved was knew what I wanted to do with my major, Health Science option Community Health. This internship has helped me and also makes me want to continue working with South Hayward Parish. I enjoyed learning that I know what I want to pursue after I finish my college years. I knew I wanted to work with non profits and helping others in the health field.