



SEMINOLE COUNTY PUBLIC SCHOOLS

# Internship Expo

SPRING 2015



### Event Supporters

- ..... Orlando Marriott
- ..... Lake Mary
- ..... Seminole County Internship Taskforce
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## Message from the SUPERINTENDENT



Dear citizens of Seminole County,

Having completed another year as Superintendent of Seminole County Public Schools (SCPS), I have seen firsthand the opportunities that are available to all of our students. For students interested in university study, our district remains one of the best college preparation districts in the nation. Our students completed more than 13,000 college level advanced placement exams with a pass rate that exceeds the state and national average. This opportunity gives high school students college credit while still in high school. Our Senior Class of 2014 earned over \$50,000,000 in scholarships to pursue their dreams.

For those interested in entering the workforce we have enhanced our career, vocational and technical programs at every high school. Our continued close partnership with Seminole State College gives our students the opportunities to begin career and college preparation early through dual enrollment programs. The number of students ready to work as indicated by industry certification exams continues to grow annually.

I challenge you to embrace the ePathways concept. ePathways is a program that promotes global preparedness and worldwide connectivity. Seminole County Virtual School offers an array of courses K-12 for students interested in virtual education on a part-time or full-time basis. As the major economic driver of Seminole County, our school system is committed to ongoing evaluation and repurposing of programs so that our students interact with the business community in genuine internships and become high performing workers. We seek to provide students with their ePathways to ensure they are college and career ready.

As Superintendent of SCPS, I assure you that we will continue to be a premier educational system in the state of Florida and become a national model for educational excellence and equity achieved through operational efficiency and fiscal responsibility. We are only one of ten districts in the entire state to receive an "A" rating in 2014 and we were again named a highly effective district by the Florida Department of Education.

We have more than 64,000 students in our district and I sincerely thank the incredible residents of Seminole County for understanding that our schools are a leading economic driver and for supporting our "A" rated district.

*Dr. Walt Griffin*

DR. WALT GRIFFIN

Superintendent

## **Karen Almond**

SCPS Executive Board Member

With a heart for serving this community, Karen has been a community and education advocate for more than 21 years and was first elected to the School Board in 2010. She has dedicated thousands of volunteer hours within the school system, the City of Casselberry, Seminole County, and grassroots political campaigns - helping to elect others who serve and support the needs and best interests of our students and community.



## **Jeffrey Bauer**

SCPS Executive Board Member

Jeff Bauer comes from a long line of individuals dedicated to public service. He is the eldest child of late District One Board Member Diane Bauer. Having lived in Seminole County for over forty years, Jeff is an example of the education excellence produced by the Seminole County Public School system. Through community service and leadership roles in public education organizations, he continues to fulfill his long time interest in public education. He currently serves as Chairman of the Seminole County Early Learning Coalition, Seminole State Board of Trustees, Seminole State College Foundation, and the Florida Early Learning Council.



## **Tina Calderone, Ed.D.**

SCPS Executive Board Member

Tina Calderone has been a lifelong public school advocate and was first elected to the School Board in 2010. She and her husband have been residents of Seminole County since 1989 and both of their children have graduated from SCPS. Tina is a proven community leader and volunteer as is evidenced by her membership in all of Seminole County's Chamber of Commerce and has served on the boards of the Greater Seminole County Chamber of Commerce, School Readiness Coalition, and Seminole County Library Advisory Board just to name a few.



## **Amy Lockhart**

SCPS Executive Board Member

Amy was elected to the School Board in 2012. She is actively engaged in our community as a member of the Sallie Harrison Chapter of the National Society Daughters of the American Revolution, the Seminole County League of Women Voters, C.L.E.O. (Community Leaders and Elected Officials), and the Seminole County Regional Chamber of Commerce. In addition, she serves on the Central Florida Zoological Board of Directors, Seminole County Value Adjustment Board, and FSBA (Florida School Board Association) as a Legislative Committee Voting Member.



## **Dede Schaffner**

SCPS Executive Board Member

Dede is a respected advocate of public education and founder/architect of Seminole County Public Schools' nationally recognized Dividends School Volunteer Program. She also co-founded Arts Alive in Seminole!, and is a champion for Midway Safe Harbor. In addition, Dede serves on Florida School Board Associations (FSBA) State Board of Directors, the Foundation for Seminole State College, Board of Directors for the Seminole County Regional Chamber of Commerce, Seminole County Boys & Girls Clubs, Business Advisory Board, and the Foundation for Seminole County Public Schools.



## Before the Expo

Students who have a strong desire to be selected for an internship should spend time learning about the employers who will be attending the expo. Take time to review all employers who will be in attendance. Don't count out any employer based upon the types of positions you think they may offer. For example, you may believe only accounting or finance organizations hire accountants. Remember that lots of organizations need accountants! Don't dismiss governmental agencies, non-profits and other business sector employers.

After you've done some preliminary research, decide which employers you will focus on. Learn as much about the organization as possible so that you're able to articulate why you believe you would be a good fit. Know enough so that you're able to ask insightful questions. Remember that there are a lot of wonderful students out there and you will need to make the case for why you are the right student for the internship.

## At the Expo

### Make a Plan

Employers will not be impressed if you seem to have stumbled across them at the expo. Look at the list of employers who will be there, choose which ones look like the best fit for you and come prepared to talk with those employers first.

Be prepared to confidently introduce yourself, giving your best handshake, showing enthusiasm and making eye contact with the employer. Have a quick pitch, an "elevator speech," no more than two minutes long, with information about yourself—general background, leadership experience, and what you would bring to an organization. Don't just think about what you'll say—actually practice it out loud so you sound confident and ready when you're at the expo.

### Plan a Few Questions

Bring questions to ask about each organization to show that you did your research.

### Dress Appropriately

Business attire is a must. Employers will be actively seeking interns so you should come ready to put your best foot forward. Please avoid jeans, t-shirts and other casual attire.

### Bring Several Copies of your Resume

Be sure to bring enough copies of your resume to share with multiple people for each position that interests you. Don't forget to take time to make sure your resume is current and without any errors.

### There are Benefits to Paid and Unpaid Internships

Don't pass up an opportunity simply because it is unpaid. Be sure to consider the experience you will gain within an organization before making a final decision. Sometimes unpaid positions can lead to paid ones so let opportunity be your guide!

### Don't be Afraid to Courteously Decline a Position

While at the expo, you may realize that a position isn't right for you. Maybe it's too far away and you won't be able to get reliable transportation. Maybe you aren't as interested in the internship after learning all the details. It's okay to graciously decline an offer. Try saying something like, "This sounds like a great opportunity and I appreciate you sharing the details about the position with me. I'm afraid I may not be the best candidate but I appreciate your time."



## After the Expo

### Organize your Internship Leads

Since you probably networked with several different employers, it's important to stay organized and keep track of all your potential job leads. You'll want to create a document that keeps track of all the representatives you spoke with. Make sure to include their business card information and any notes you may have jotted down about your discussion.

### Follow up with Employers

At the career expo you were probably gathering as many business cards as you could, and now it's important to follow up with the employers contacts you met. Send an email or thank you letter to those employers that provided their contact information.

Make sure your follow-up is well written and uses proper grammar. If you had a good conversation, make note of something you discussed at the expo. In addition:

- Tie your skill sets to match the open position
- Let employers know you are excited to pursue the position and work for the company
- Tell employers what sets their company apart from others
- Express your appreciation for their time and input at the expo

### Reflect on your Experience at the Internship Expo

It is important to reflect on how you managed yourself so you can prepare and make any improvements at the next expo.

Ask yourself:

- How well did I prepare for the expo?
- Do I feel like I networked well?
- Did I give my elevator speech?
- What went well?
- What would I do differently?
- Did I learn something about myself or a potential employer?

## LEGEND

### INTERNSHIP ICONS

The following icons represent interests, career fields and areas of study. These icons have been added to internship descriptions to aid students in identifying opportunities that might be right for them.



Animal Services



Architecture



Aviation



Business



Construction



Culinary



Education



Engineering



Finance and  
Accounting





Fitness and Sports



Government



Healthcare



Hospitality



Human Resources



Information Technology



Marketing



Outdoors



Service Organization



Social Media



Traditional and Digital Arts



TV Production



# INTERNSHIP OPPORTUNITIES

**COMPANY:** 22Health Altamonte / 22Health East

**INDUSTRY:** Healthcare

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Front desk communicative skills, Word skills, Excel skills, and basic computer skills.

**DESCRIPTION:** 22 Health Altamonte and 22 Health East are each looking for motivated individuals who are seeking a position as a Front Desk Receptionist. This person must be bilingual (English & Spanish), have excellent computer skills, able to multitask, answer phone calls, verify insurance.



# Internship Opportunities

**COMPANY:** ACS Communications  
**INDUSTRY:** Marketing/Business  
**OPPORTUNITIES:** 1  
**COMPENSATION:** Depends on Experience  
**AGE REQUIREMENT:** N/A



**DESIRED SKILLS:** Assist us in building our social media communications with our customers and potential clients.

**DESCRIPTION:** ACS is a telecom company based in Lake Mary Florida with customers throughout the Southeast. We specialize in helping medium-large business with their telephone system and data services.

**COMPANY:** Boy Scouts of America  
**INDUSTRY:** Non-profit  
**OPPORTUNITIES:** 4  
**COMPENSATION:** Unpaid  
**AGE REQUIREMENT:** N/A



**DESIRED SKILLS:** Seeking a student with skills relating to the outdoors, filing, social media, data entry, and research.

**DESCRIPTION:** The intern will assist in marketing efforts that include social media, data entry and research. In addition, the intern will support youth recruitment that includes filing, outdoors and fun!

# Internship Opportunities

**COMPANY:** Central Florida Job Initiatives

**INDUSTRY:** Non-profit

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 17

**DESIRED SKILLS:** Office support skills, phone etiquette (interns might be asked to do phone interviews), customer service skills, good researching skills (to assist in job placement), good communication skills and computer skills (Microsoft Office).

**DESCRIPTION:** The opportunity will be closely connected to our job placement team. Intern will be working with job placement team in searching for job leads, organizing confidential materials, office support, working closely with clients in their job search, assisting with facilitation of the job training program and set up of classes.



**COMPANY:** CFE Federal Credit Union

**INDUSTRY:** Finance

**OPPORTUNITIES:** 2

**COMPENSATION:** Paid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Seeking an intern interested in the fields of accounting and finance, HR, and general business.

**DESCRIPTION:** The intern will learn about the many aspects of the banking industry. The intern may work at a branch or at the home office.



# Internship Opportunities

**COMPANY:** City of Altamonte Springs - Altamonte Springs Science Incubator

**INDUSTRY:** Government / Non-profit

**OPPORTUNITIES:** 4

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** The City of Altamonte Springs is seeking motivated rising Juniors and/or Seniors, to intern with the City through the Altamonte Springs Science Incubator (AS2I). AS2I is an enriching, dynamic educational experience that introduces students to the endless possibilities in Science, Technology, Engineering and Mathematics (STEM) related career fields.

**DESCRIPTION:** Prospective interns must express a strong interest in one or more STEM fields. This internship position involves a rotation through City departments including but not limited to Geological Information Services (GIS), Environmental Engineering, Information Services, Public Works, Environmental Laboratory and Lake Lotus Park. Interns will work throughout the City of Altamonte Springs and may also visit several City partners at offsite locations.



**COMPANY:** City of Deltona

**INDUSTRY:** City Government

**OPPORTUNITIES:** 5

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** Some familiarity with video production - both studio and location formats.

**DESCRIPTION:** Interns will be exposed to all facets of video production - scripting, camera operations, floor directing, tech direction, location producer. post-production editing, and pre-production planning.



# Internship Opportunities

**COMPANY:** City of Winter Springs

**INDUSTRY:** Government

**OPPORTUNITIES:** 4

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** There are 3 internships being offered with the parks division and 1 with the city clerk. 1) Good smile, great personality, likes working outdoors, likes sports. 2) Seeking a student interested in a career in government, historical preservation, and/or history. Applicant must be very detail oriented and be able work under moderate supervision.



**DESCRIPTION:** 1) Three interns will be involved in working on various projects within our parks, maintaining sports fields, landscaping projects, helping keep our parks safe and clean. 2). One intern will be working to preserve historical City documents and digitally archiving the documents in a repository. Possibly help with establishing a “historical center” for the City.

**COMPANY:** Exam Plus

**INDUSTRY:** Healthcare

**OPPORTUNITIES:** 1

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 17

**DESIRED SKILLS:** Customer service oriented, customer knowledge on Word, Excel, PowerPoint and social media. Bilingual (English/Spanish) preferred. Enthusiasm for the mission of Exam Plus.



**DESCRIPTION:** The intern will design flyer graphics, e-vites and other marketing materials. The intern will also assemble and mail collateral to prospects, as well as draft, distribute and pitch news releases, media alerts and other stories.

# Internship Opportunities

**COMPANY:** Florida Collegiate Summer League

**INDUSTRY:** Sports Management

**OPPORTUNITIES:** 10

**COMPENSATION:** Both

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Customer service, fan interaction, basic monetary transactions (ticket booth and concessions), mascot.

**DESCRIPTION:** The intern will learn how a professional sports organization operates during the season. This opportunity includes game night operations, marketing in the community and valuable experience in the sports industry.



**COMPANY:** Habitat for Humanity Restore - Casselberry/Sanford

**INDUSTRY:** Non-profit

**OPPORTUNITIES:** 10

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 17 (some positions may require an intern 18 years of age)

**DESIRED SKILLS:** Seeking self-motivated students with computer skills. Some positions will require the ability to lift 35 or more pounds. Some positions may require more specific skills.

**DESCRIPTION:** There are 4 positions available: 1) Assist in organizing, pricing, and price-ticketing of all home improvement items arriving through receiving for sale. Assist in making sure all hardware shelves and outdoor display areas are in an ordering fashion and priced. 2) Assist in organizing, pricing, and price-ticketing of all home improvement items arriving through receiving for sale; assist in truck pick-ups & arrival of all donor items as well as helping load and unload donated items in store and on the truck. 3) Assist in organizing, pricing, and price-ticketing of all home improvement items arriving through receiving for sale and on deconstruction jobs; assist in overseeing truck pick-ups & arrival of all donor items; maintains home improvement department in orderly manner; makes minor repairs to donated items as needed. 4) The Front Desk/Social Media/Data Entry Assistant position is responsible for providing phone support, office filing, and assisting with data entry. Interns in all positions must maintain a positive attitude and be able to express the Habitat for Humanity mission.



# Internship Opportunities

**COMPANY:** Harvest Time International

**INDUSTRY:** Non-profit

**OPPORTUNITIES:** 4

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Seeking an intern with organizational skills, leadership skills, interpersonal skills, computer skills and multitasking skills.

**DESCRIPTION:** There are 4 positions available: 1) Intern will help organize food drive to help local families, check current clients into our database, and help new clients obtain membership. 2) Intern will help contact potential volunteers and volunteer groups. The intern in this position will also help come up with special projects/fundraising to involve volunteers in the community. 3) Intern will work closely with supervisor, helping with filing, warehouse inventory, and participating in inventory meeting. The intern in this position will be hands on with the product, helping to load and unload trucks. 4) Intern will be working closely with supervisor to help delegate tasks to volunteers. The intern in this position will be a part of meetings and help stock, organize, and clean Community Hope Centers.



**COMPANY:** Hilton Altamonte Springs

**INDUSTRY:** Hospitality

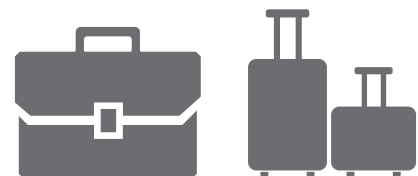
**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** 18

**DESIRED SKILLS:** Must possess verbal and written communication skills. Would prefer someone who has chaired or co-chaired a project and who thinks outside the box.

**DESCRIPTION:** The intern will assist in developing a program that will motivate the employees in providing better service skills and caring for the guests. They will also be responsible for scripting, filming and editing a video to support the developed program.







## Internship Opportunities

**COMPANY:** Hilton Garden Inn Orlando North / Lake Mary

**INDUSTRY:** Hospitality

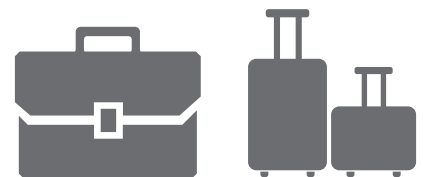
**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** Seeking an intern with organizational skills, interpersonal skills, computer skills, customer services experience and good communication skills.

**DESCRIPTION:** The intern will learn an overview of the hospitality industry, interact with guests, learn the check in process along with general hotel office duties.



# Internship Opportunities

**COMPANY:** Hispanic Business Initiative Fund (HBIF)

**INDUSTRY:** Non-profit

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 18 (preferred)

**DESIRED SKILLS:** Student must be bilingual (English/Spanish). Computer skills: Microsoft Office and Photoshop a plus. Strong attention to detail.

**DESCRIPTION:** HBIF is the leading Hispanic nonprofit economic development organization in Florida that specializes in providing free bilingual assistance to Hispanic entrepreneurs establishing or expanding their business. The intern will shadow a business development specialist in the process of counseling clients and attend networking sessions of key community partner organizations.



**COMPANY:** Irblich Schools, Holistic Preschool

**INDUSTRY:** Early Childhood Alternative Education

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** Experience caring for children in some capacity for example: babysat. Candidate is organized, has leadership skills, takes initiative, willing to take risks, make mistakes and learn from them. Personal qualities: trust, respect, integrity, compassion and love.

**DESCRIPTION:** This opportunity is a mixture of classroom and administrative work. Part time with children including opportunities to prepare and implement group activities. Part time working the lending library doing data entry. Invited to attend weekly team meetings and offer input. May be asked to do a research project or participate in an event spontaneously planned.



# Internship Opportunities

**COMPANY:** Jean Arthur Insurance

**INDUSTRY:** Insurance

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Internet, social media, customer service. Interested in a student who may be interested in insurance/risk management. There is a program at Florida State University.

**DESCRIPTION:** This opportunity will give the intern exposure to the residential, personal, and commercial insurance industries.



**COMPANY:** Kobe Japanese Steakhouse

**INDUSTRY:** Hospitality

**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Seeking a student that is proficient in Microsoft Office and Photoshop and has good communication skills. Customer service experience is a plus.

**DESCRIPTION:** The intern will assist in Marketing, Human Resources and Bookkeeping as well as supporting the corporate office staff. Duties include but are not limited to performing clerical tasks, answering the telephone and assisting in organizing special projects. Intern will gain experience as a hospitality greeter, host and/or server assistant. Interns will also get a chance to shadow a Floor Supervisor to learn about hospitality/restaurant management.



# Internship Opportunities

**COMPANY:** Long Family Chiropractic, LLC

**INDUSTRY:** Healthcare

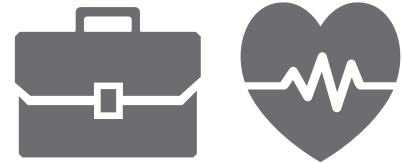
**OPPORTUNITIES:** 1

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 18

**DESIRED SKILLS:** Customer Service, phone skills, typing skills, good communication, likes people interaction.

**DESCRIPTION:** The intern will work at the front desk answering phones, filing, greeting patients, and scheduling.



**COMPANY:** MC<sup>2</sup>, Inc.

**INDUSTRY:** Business Services

**OPPORTUNITIES:** 4

**COMPENSATION:** Paid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Computer skills needed. Prefer: electronics, HVAC, electrical process control applications.

**DESCRIPTION:** The intern will work to create graphics for HVAC and lighting systems, as well as test programs for tech and engineers.



# Internship Opportunities

**COMPANY:** Melken™ Souldtions, LLC

**INDUSTRY:** Business Services

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** Independent, computer literacy, strong written, verbal communication and presentation skills. Strong analytical and research skills. Capable of team collaboration, highly motivated to innovate and identify practical solutions to problems. High degree of flexibility and initiative with limited direction.

**DESCRIPTION:** Melken (TM) Solutions specializes in the delivery of quality document scanning and professional technical support services. We are seeking interns to work along side our Business Development team seeking out opportunities to grow the business as well as creating and responding to requests for proposals or quotes.



**COMPANY:** MicheLee Puppets

**INDUSTRY:** Arts and Entertainment

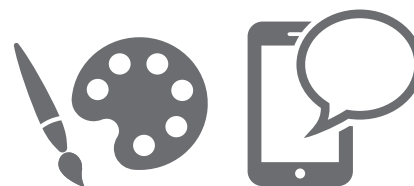
**OPPORTUNITIES:** 3

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** Seeking students with an extensive understanding of social media. Artistic skills are a plus, but not required. Prefer students that have proficiency with Apple computers, Microsoft Word and Excel.

**DESCRIPTION:** MicheLee Puppets, a 501c3 non-profit company who specializes in educating through puppetry, is seeking interns to help with every day operations including social media and show preparation assistance.





## Internship Opportunities

**COMPANY:** Orlando VA Medical Center

**INDUSTRY:** Interior Design

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Prefer an intern with experience working with the Microsoft Office Suite - Excel, Outlook. Very fast paced environment and intern will need to show initiative and jump you need to jump in. Lots of construction site visits, working with installers and contractors.

**DESCRIPTION:** The Orlando VA Medical Center is building the largest VA in the country and we are remodeling the existing facility at Baldwin. Interns will work with: furniture reps, installers, contractors, architects, engineers. We utilize AutoCAD and REVIT. Interns can gain experience in project management. All of our previous interns landed awesome jobs!



# Internship Opportunities

**COMPANY:** Oviedo YMCA

**INDUSTRY:** Health and Wellness

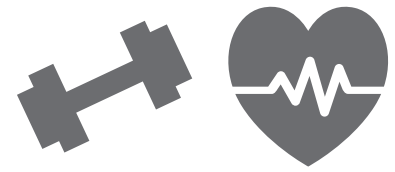
**OPPORTUNITIES:** TBD

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** The YMCA offers a wide variety of positions from membership/communications, programming, wellness, and facilities.

**DESCRIPTION:** The YMCA is a worldwide organization that has been around for 170+ years. The YMCA provides programming starting at age 6 weeks-100+ years old. Membership, wellness, and child development opportunities available.



**COMPANY:** Paul Davis Restoration of Orlando

**INDUSTRY:** Construction

**OPPORTUNITIES:** 3

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Paul Davis Restoration is looking for students who are interested in learning Project Management as well as Marketing. The ideal candidate will be someone who can think cognitively and be able to set up a plan and put it into action. Students should be able to work with a team and build relationships with the various clients associated within our field.

**DESCRIPTION:** (2 opportunities) 1) The first position is learning how to manage a project from start to finish. This will include keeping property owners informed on the course of the job. Schedule tradesmen and inspect work performed on project. Obtain supplies and ensure craftsmanship. Keep project team abreast on progress of job. 2) The second internship will focus on marketing. This internship will include website management and development, social media, marketing to insurance agents, coming up with marketing strategies, developing innovative ideas and research in expanding markets aspects. You will conclude your internship with a complete understanding of our marketing system and hands-on experience.



# Internship Opportunities

**COMPANY:** Pet Paradise Resort

**INDUSTRY:** Pet Boarding

**OPPORTUNITIES:** 5

**COMPENSATION:** Paid

**AGE REQUIREMENT:** 17

**DESIRED SKILLS:** Student must love animals! Prefer an energetic, motivated, outgoing, dependable student willing to be a team player.

**DESCRIPTION:** Pet Paradise is seeking energetic, conscientious and motivated employees to be responsible for the daily care of our guests (dogs/cats) including, but not limited to, proper feeding, cleaning, exercising via playtime and bathing.



**COMPANY:** Pet Rescue by Judy

**INDUSTRY:** Non-profit

**OPPORTUNITIES:** 4

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 15

**DESIRED SKILLS:** Seeking reliable, responsible students who have affection for animals, concern for their welfare, and a willingness and initiative in assisting with whatever needs to be done in caring for the animals and shelter. We are looking for leadership abilities and the ability to contribute to an effective teamwork. Computer skills and public relations will be needed for the office and event organizing positions.

**DESCRIPTION:** These internships will provide the opportunity of experiencing what is necessary in operating a Non-Profit 501(c)(3) "No-Kill" shelter dedicated to the rescuing, rehabilitating, re-socializing, and re-homing of companion and abandoned animals. This could be an excellent opportunity for students interested in careers in veterinary, animal grooming, animal training, customer relations, animal shelter management, and animal store proprietorship.





# Internship Opportunities

**COMPANY:** Royal Support Services, Inc.

**INDUSTRY:** Marketing

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** Looking for a computer proficient intern with experience in: Word, Publisher, Outlook, Google Docs. Organized and coachable.

**DESCRIPTION:** Royal Support Services, Inc. provide Master Certified Trainers for Constant Contact and also provide paid classes in Social Media: FaceBook for business, ads and retargeting, Linked In to become an influencer, Google + , Instagram and Pinterest for business. We also do powerpoint to video and whiteboard videos. We need assistance in reports and client status maintenance. We will train in some of our tools, but mostly doing reports and scheduling. We also can use backup at our training events (if that is allowed, some events are off site).



**COMPANY:** SCPS Digital Learning

**INDUSTRY:** Education / Technology

**OPPORTUNITIES:** 2

**COMPENSATION:** Paid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** The Digital Learning Team seeks artistic interns with passion and skills in digital online design.

**DESCRIPTION:** Seminole County Public Schools is moving to a new Learning Management System, and seeks creation of templates for teacher websites and courses that would be shared with K-12 teachers, and teachers responsible for delivering professional development. The opportunity provides interns with a window into the world of blended and online learning, and the creation of materials that makes these environments engaging.



# Internship Opportunities

**COMPANY:** SCPS ePathways

**INDUSTRY:** Education

**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** The ePathways department of Seminole County Public Schools is seeking a dynamic student to assist in the marketing and communication of individualized educational opportunities. Students with a passion for communication and innovation would be a great fit for this position. Experience in journalism, social media, and/or web design preferred. Interest in education and/or non-profit/government a plus!

**DESCRIPTION:** The intern will work closely with the ePathways team to document and market individualized educational opportunities including but not limited to the internship program, career and technical education programs and more. The intern will observe a variety of aspects of education including research and development and project management. The intern will have the opportunity to work with key stakeholders including community leaders, teachers and students.



**COMPANY:** SCPS Information Services - Hardware Field Support

**INDUSTRY:** Information Services

**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** The IS department of Seminole County Public schools is seeking interns to support various IT needs. Ideal candidates have experience imaging and fixing computers. Ability to take direction on a project. There is a strong preference for candidates that have experience working on computers and are familiar with imaging computers in a large environment. Also possibility to work in other areas of IS department.

**DESCRIPTION:** The Internship with Seminole County Public Schools' Field Support team will provide the opportunity to tackle real-world business needs of Seminole County Public Schools and support its infrastructure and tools that all students use.



# Internship Opportunities

**COMPANY:** SCPS Information Services - Networking

**INDUSTRY:** Information Services

**OPPORTUNITIES:** 4

**COMPENSATION:** TBD

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Basic networking knowledge and a desire to learn.

**DESCRIPTION:** Interns will assist the IS Operations network team with closet surveys, cabling, and switch configuration/deployment at school locations throughout the district.



**COMPANY:** SCPS Information Services - Web Development

**INDUSTRY:** Information Services

**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Required: Experience programming in an object-oriented programming language; Experience with a relational database management system (RDBMS); Experience with a visual IDE (Visual Studio, Eclipse, NetBeans, etc.); Ability to work in a team on one or more programming projects; Excellent verbal and written communication skills. Desired: Experience in .NET framework, particularly C#; Experience with SQL Server and Transact-SQL; Experience with version control software (SVN, CVS, Git); Experience with Visual Studio; Experience with web design (HTML, CSS, JavaScript); Experience with Oracle Database and PL/SQL.

**DESCRIPTION:** Internship with Seminole County Public Schools' Application Development team will provide the opportunity to tackle real-world business needs of Seminole County Public Schools and develop web applications as solutions.



# Internship Opportunities

**COMPANY:** SEICO Technology  
**INDUSTRY:** Aeronautical Maintenance Software  
**OPPORTUNITIES:** 2  
**COMPENSATION:** Unpaid  
**AGE REQUIREMENT:** 15



**DESIRED SKILLS:** Prefer a student with skills and/or experience with the following: market analysis and market research, programming of software, database management and digital marketing and video marketing.

**DESCRIPTION:** SEICO Technology offers an opportunity of learning into a young and dynamic company led by people with a wide experience in aviation business in Latin America.

**COMPANY:** Seminole County Library  
**INDUSTRY:** Municipal Government  
**OPPORTUNITIES:** 2  
**COMPENSATION:** Unpaid  
**AGE REQUIREMENT:** 16



**DESIRED SKILLS:** The Seminole County Public Library is seeking two self-motivated individuals who are passionate about library advocacy and community involvement. Creativity, flexibility, and computer proficiency are preferred.

**DESCRIPTION:** Interns will work closely with library staff in order to gain clerical and customer service experience in a real working environment. Other activities may include assisting with Seminole County Public Library's Summer Reading programs and events, becoming a member of the Teen Library Council, and utilizing social media to promote literacy and the library's mission: "Enriching Lives, Engaging Minds."



## Internship Opportunities

**COMPANY:** Seminole Cultural Arts Council, Inc. (SCAC)

**INDUSTRY:** Non-profit

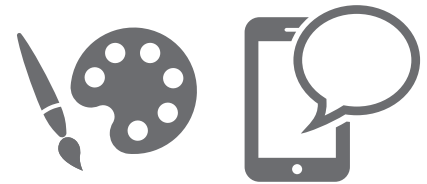
**OPPORTUNITIES:** 1

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 17

**DESIRED SKILLS:** Prefer students with excellent writing and communication skills. Experience in social media, Constant Contact, Twitter and YouTube necessary. Above all, we want an individual with an interest in and love of the the arts.

**DESCRIPTION:** Interns will learn scheduling, time management, logistics and prioritization while seeing first hand how social media impacts business and how they can make a difference.



# Internship Opportunities

**COMPANY:** SGM Engineering

**INDUSTRY:** Engineering

**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Seeking a student with the ability to work with computer software. Prefer experience with AutoCad.

**DESCRIPTION:** The intern will work with matching applicant job skills to job descriptions, phone-screening applicants, scheduling interviews.



**COMPANY:** Source2

**INDUSTRY:** Recruiting/Staffing

**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** 18

**DESIRED SKILLS:** Looking for an intern with strong customer service skills, telephone etiquette and Microsoft Office experience.

**DESCRIPTION:** The intern will work with matching applicant job skills to job descriptions, phone-screening applicants, scheduling interviews.



# Internship Opportunities

**COMPANY:** StackFrame

**INDUSTRY:** Information Technology

**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Any software development, IT, or graphic design skills.

**DESCRIPTION:** The intern will learn our procedures and how we solve problems for our clients.



**COMPANY:** Suma Wellness Center

**INDUSTRY:** Healthcare

**OPPORTUNITIES:** 1

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** Suma Wellness Center would like an intern with good computer skills, good communication, excellent motivation, good customer service, follows instructions.

**DESCRIPTION:** Holistic/medical office intern will assist with scanning records, data entry and answering telephones.



# Internship Opportunities

**COMPANY:** The Carousel Emporium, Antiques and Fine Art

**INDUSTRY:** Interior Design

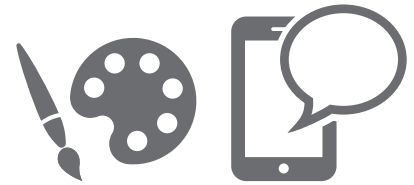
**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Seeking a student with an interest in interior design and a passion for decorating and art. Prefer a student who is willing to learn and enjoys working with people. Computer literacy and experience with social media is also desired. Background in photography a plus!

**DESCRIPTION:** The student will be creating interior design vignettes featuring antique furniture, rugs, lighting, home accessories and art. The intern will research the value of products and will be a part of the tagging, displaying and sales of products. The intern will have the opportunity to participate in the development and implementation of an art show.



**COMPANY:** The Christian Sharing Center

**INDUSTRY:** Non-profit

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** 18

**DESIRED SKILLS:** Skills desired are customer service, Microsoft Office, ability to lift 20 pounds, oral communication, written communication, ability to work with diverse population.

**DESCRIPTION:** 1) Pantry worker - read food orders, gather food, stock shelves, greet clients, data entry. 2) OASIS assistant - greet clients, data entry, general office duties, cleaning, laundry.





# Internship Opportunities

**COMPANY:** Transforming Property Solutions

**INDUSTRY:** Real Estate / Buy Sell Rehab

**OPPORTUNITIES:** 2

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Seeking student who has skills with computers, Word, Blog, Twitter, Facebook, social media, data input, outbound and inbound phone calls, and math calculations.

**DESCRIPTION:** The intern will work with data input, internet uploads, website host inputs, calling and making appointments, and prepare invoice paperwork for CPA.



**COMPANY:** UCF Office of Research and Commercialization

**INDUSTRY:** Information Technology

**OPPORTUNITIES:** 3

**COMPENSATION:** Unpaid

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** Seeking students for two positions. One position will require skills in graphic and web design. The other position will require skills related to end-user support.

**DESCRIPTION:** The Graphic & Web Design intern will work with Photoshop, Dreamweaver, HTML, CSS, and Java. The End User Support intern will work with Hardware/ Software support, Windows 7, and Microsoft Office.



# Internship Opportunities

**COMPANY:** Unlimited Welding

**INDUSTRY:** Metal Fabricator

**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** 16

**DESIRED SKILLS:** A student with skills or experience with AutoCad preferred.

**DESCRIPTION:** The duties of this internship will include making CAD sketches, data entry, and filing.



**COMPANY:** WeCare TLC

**INDUSTRY:** Healthcare and Wellness

**OPPORTUNITIES:** 1

**COMPENSATION:** Paid

**AGE REQUIREMENT:** 17

**DESIRED SKILLS:** A student with skills in social media, Microsoft Suite (Excel, Publisher, Power Point) preferred. The intern must show up to work consistently and on time.

**DESCRIPTION:** This is an opportunity to gain experience in the healthcare industry in a dynamic, fast paced, working environment. The intern will work with various departments (finance, operations, sales and marketing) on entry level projects to help deliver the mission of WeCare TLC.



# Internship Opportunities

**COMPANY:** Wharton-Smith Construction Inc.

**INDUSTRY:** Construction

**OPPORTUNITIES:** 2

**COMPENSATION:** Paid

**AGE REQUIREMENT:** 18

**DESIRED SKILLS:** Basic construction skills - use of hammer and saw, read a measuring tape, use a shovel, use a broom or crowbar, read a level. Previous experience working in direct sunlight and ability to report to work on time daily.

**DESCRIPTION:** Work as a laborer on a construction site building forms, assisting with pouring concrete, general site clean up, organization of tools and equipment. Assist with preparing ground for laying of pipe, assisting with assembling pipe.



**COMPANY:** Y2k Service DBA Next Horizon

**INDUSTRY:** IT and Web Design

**OPPORTUNITIES:** 2

**COMPENSATION:** Depends on Experience

**AGE REQUIREMENT:** N/A

**DESIRED SKILLS:** A student with skills or experience with the following preferred: Cisco, Microsoft networking, PC Repair, HTML/HTML5, Graphic Design, C#, JQUERY.

**DESCRIPTION:** There are two positions available. One position is available in the IT department and another in the Internet Marketing Department. The interns will work closely with Programmers and IT Staff on real world applications and Networks.



# THANK

This event is the result of a collaborative effort by members of the High School Internship Taskforce, which originally formed as a partnership between Seminole County Public Schools, Seminole County Regional Chamber of Commerce, and Seminole County Office of Economic Development. Special thanks to taskforce members who contributed time and energy to this event by recruiting internship partners and planning the expo.

Taskforce members appreciate the generous financial and in-kind support of all of those who have supported the Internship Expo including: Orlando Marriott Lake Mary, Seminole State College and representatives from CFE Federal Credit Union, Exam Plus, Kobe Japanese Steakhouse, Seminole State College, The City of Altamonte Springs and Wharton-Smith Construction. The taskforce is also grateful to all of the employers who demonstrated a commitment to public education and workplace learning by committing to hire high school interns.

Special thanks to Superintendent Dr. Walt Griffin and School Board members for their outreach to the business community and sincere appreciation to all of the district and school administrators, guidance counselors and teachers who prepared students for this event.

## Internship Taskforce Committee Members

### CFE Federal Credit Union

Robert Kindermann

### Kobe Japanese Steakhouse

Caroline Nguyen

### City of Altamonte

Aileen Giraldo  
Jerry Sullivan  
Shelly Nooft

### SCPS ePathways

Dr. Jason Wysong  
Marie Karns  
Stephanie Wall

### Edward Jones

Lindsay Freeman

### Seminole State College

Terri Walsh

### Exam Plus

Jose Batista

### VSparq

Ken York

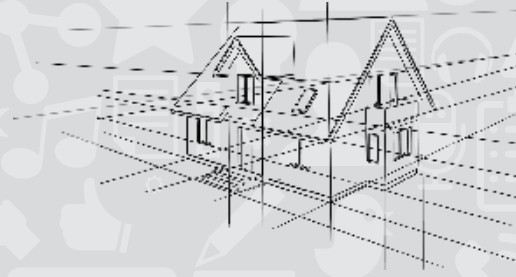
### Wharton-Smith

Jim Levasseur

# YOU!



# Summer 2015 Featured Internship Partners





SEMINOLE COUNTY PUBLIC SCHOOLS

# Internship

# Expo

SPRING 2015



**SCPS School Board Members**

Karen Almond  
Jeffrey Bauer  
Tina Calderone, Ed.D.  
Amy Lockhart  
Dede Schaffner

**Superintendent**

Walt Griffin, Ed.D.



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