



Intern/Trainee Opening List

Architecture/Technology/Engineering

Architecture company in GA

| Position Title | Length |
|---|--|
| Administrative/Marketing Project Management/Drafter | 12 months |
| City, State | Stipend |
| Norcross, GA | \$15.00/hour |
| Position Details | |
| <u>Administrative/Marketing</u> - Sales, marketing, and business development related tasks - Arrange team meetings and schedules - Research, office support, and data management for Marketing Dept. | <u>Project Management/Drafter</u> - CAD Drafting - Support field trips and business trips - Various documents/data-related work |
| Extra Benefits | |
| PTO | |

Architecture firm near Seattle

| Position Title | Length |
|---|----------|
| Architecture | 6 months |
| City, State | Stipend |
| Bainbridge Island, WA | None |
| Position Details | |
| Interior design and architecture projects for commercial, civic, residential, and healthcare projects. Research materials and maintain material library, space planning, develop designs in 2D and 3D, research building codes and zoning ordinances, develop construction documents. | |



Leading IT consulting company in NJ

| Position Title | Length |
|---|--|
| Sales & Marketing Network Engineering | 12 months |
| City, State | Stipend |
| Hoboken, NJ | \$13.00/Hour |
| Position Details | |
| <u>Sales & Marketing</u> Marketing and advertising promotional activities (social media, email campaigns, digital marketing), marketing research, perform competitive analysis, manage CRM system. | <u>Network Engineering</u> Design, upgrade, continual maintenance, support, troubleshooting, testing, and analysis of client networks. Gain knowledge of internal service delivery systems, customer service issues and knowledge of technology and services. |



Medical technology company in San Francisco Bay Area

| Position Title | Length | |
|---|----------|--|
| Android Developer | 6 months | |
| City, State | Stipend | |
| Pleasanton, CA | None | |
| Position Details | | |
| Training in software coding, evaluating a VR headset for system performance, authoring technical documents such as test reports, managing Agile sprint tickets in Jira. | | |

Online game company near LA

| Position Title | Length | |
|--|---|--|
| Business Analyst Network/System Engineer | 12 months | |
| City, State | Stipend | |
| Buena Park, CA | \$16.00/hour | |
| Position Details | | |
| <u>Business Analyst</u> <ul style="list-style-type: none"> - Communicate with Game Producers from English-speaking countries - Aggregate data and prepare clear, concise recommendations to shape the performance of Games - Analyze and build visualizations for huge data sets to monitor ongoing performance of Games - Work with game producers and engineers to identify desired user flows or conversion outcomes and build models to evaluate Game performance versus game events | <u>Network/System Engineer</u> <ul style="list-style-type: none"> - Manage all Windows networks - Manage and maintain all network appliances, policies, and servers - Research various technologies and prepare reports - Manage recurring network/IT tasks - Asset management | |
| Extra Benefits | | |
| 48 hours of PTO, Paid Holiday, Paid Vacation (Up to 15 days/year) | | |

Fashion/Accessories/Jewelry


Clothing manufacturing/wholesale company near LA

| Position Title | Length | |
|--|--|---|
| Business/Production Assistant Fashion Design Graphic Design | 12 months | |
| City, State | Stipend | |
| Vernon, CA | \$17.00/hour | |
| Position Details | | |
| <u>Business/Production Assistant</u> Various department-related follow-ups such as production management schedules, vendor communication, and office administration works | <u>Fashion Design</u> Assist the designers in managing samples, process documents and data and communicate with vendors. Must know how to do a flat sketch. | <u>Graphic Design</u> Assist designer with projects, work closely with E-commerce team, assist photo studio team, manipulate/edit digital pictures using Photoshop/Illustrator, upload edited pictures to our platforms. |

Extra Benefits

Up to 24 hours of PTO

Fashion studio in NYC

| Position Title | Length |  |
|------------------------------------|----------|---|
| Fashion Design/Product Development | 6 months | |
| City, State | Stipend | |
| New York, NY | None | |


Position Details

Assist the Design Team with the design and product development process in all aspects of producing the main collection cycles and development required to take a sample to a sales ready piece. Hands-on experience within the design studio and garment district with sourcing fabric and trims, working in the sample factories and understanding standards for luxury tailored garments with quality control requirements.

Extra Benefits

Transportation and lunch covered by the company.

Women's clothing manufacturing/wholesale company near LA

| Position Title | Length |  |
|--|--------------|--|
| E-Commerce Customer Service Trade Show Customer Service | 12 months | |
| City, State | Stipend | |
| Vernon, CA | \$16.00/hour | |

Position DetailsE-Commerce Customer Service

- Answer incoming inquiries and processing orders
- Collaborate with management teams to stay updated on new products, services, and policies


Trade Show Customer Service

- Attend domestic trade shows (weekend travel), answer inquiries and process orders
- Collaborate with management teams to stay updated on new products, services, and policies

Extra Benefits

3 days of PTO, Free Breakfast (Mon, Wed) and Lunch (Fri), Free snacks (Cup noodles, snacks)

Women's fashion clothing manufacturing/sales company in LA

| Position Title | Length |  |
|-----------------|--------------|---|
| Sales | 12 months | |
| City, State | Stipend | |
| Los Angeles, CA | \$20.00/hour | |

Position Details

Seeking a Salesperson that is passionate about fashion, enjoys working one-on-one with customers, and thrives in a sales environment

1. Set and achieve sales goals
2. Seek fashion and product knowledge to build your expertise
3. The ability to prioritize multiple tasks in a fast-paced environment
4. Position requires occasional domestic travel to attend fashion shows.

Extra Benefits

Up to 48 hours of PTO/year

Bag production/sales/distribution company in NJ

| Position Title | Length | |
|--|--------------|--|
| Sales Intern | 12 months | |
| City, State | Stipend | |
| Oakland, NJ | \$20.00/hour | |
| Position Details | | |
| <ol style="list-style-type: none">1. E-commerce Operations: Process daily orders from online retailers. / Successfully implement operation steps for new sales channels. / Troubleshoot any issues related to E-com operations.2. Domestic order processing: Effectively route domestic & International shipments.3. Sales / SKU Management: Update and review sales data, strategically manage SKUs to maximize sales.4. Inventory Management: Ensure actual inventory matches data and correctly feed the data to each retailer.5. Answer Q&A form E-com retailers.6. Market / Customer research.7. Ad hoc duties related to Sales / Operations and Logistics. | | |
| Extra Benefits | | |
| PTO | | |

Fashion accessory manufacturing/distribution company in NY

| Position Title | Length | | |
|--|--|--|--|
| Business Sales Fashion Design | 12 months |  | |
| City, State | Stipend | | |
| New York, NY | \$15.00/hour | | |
| Position Details | | | |
| <u>Business Sales</u> <ul style="list-style-type: none">- Assist sales team with line sheets- Item creation in our system- Sending out samples- Edit photos | <u>Fashion Design</u> <ul style="list-style-type: none">- Assist design department in the development process- Create and maintain tech packs- CAD creation and translating design direction into a collection | | |
| Extra Benefits | | | |
| PTO | | | |

Jewelry manufacturing/importing/distributing company near Chicago

| Position Title | Length | |
|--|--------------|--|
| Sales | 12 months | |
| City, State | Stipend | |
| Niles, IL | \$16.00/hour | |
| Position Details | | |
| <ol style="list-style-type: none">1. Identify needs of clients and ability to translate into sales2. Regularly follow up with clients and manage the accounts with care3. Assist in different aspects of the order & sales process as required | | |

4. Travel to client account locations consistently to take orders and engage in business discussions

Extra Benefits


PTO

Cosmetics & Beauty Products

Beauty product/cosmetics company in LA

| Position Title | Length | |
|---|---|--|
| Sales & Marketing Logistics | 12 months | |
| City, State | Stipend | |
| Los Angeles, CA | \$17.00/hour | |
| Position Details | | |
| <u>Sales & Marketing</u> <ul style="list-style-type: none"> - Administrative duties: item set up, product line sheets, marketing decks, PO processing - Product knowledge: showroom upkeep, sample organization and management - Department collaborations, client services, events and meetings | <u>Logistics</u> <ul style="list-style-type: none"> - Execution of PO processing and meeting deadline/cancel date - Logging, creating, and routing POs, Packing slips, BOLS - Inventory management and forecasting - Constant communication with sales team and production team | |
| Extra Benefits | | |
| Up to 6 days/year of PTO, free lunch | | |

Beauty products distribution company in NY


| Position Title | Length | |
|--|--|---|
| Graphic Design Finance/Accounting IT (Help Desk) | 12-18 months |  |
| City, State | Stipend | |
| Port Washington, NY | \$18.00 - 20.00/hour | |
| Position Details | | |
| <u>Graphic Design</u> <ul style="list-style-type: none"> - Retouch, upload, and archive all images - Create promotional imagery as needed - Review the site daily with a customer-first mindset to ensure the integrity, consistency, and accuracy of product images and design | <u>Finance/Accounting</u> <ul style="list-style-type: none"> - Assist with budgets, forecasting, audit, tax reporting and other accounting processes - Create/maintain filing systems - Accounts Receivable, Payable, and bank statement reconciliation | <u>IT (Help Desk)</u> <ul style="list-style-type: none"> - Support IT Admin/Support, Programming, or Developer |
| Extra Benefits | | |
| Up to 7 days/year of PTO, Hybrid Schedule Available, Free Cafeteria, Shuttle bus to the station | | |

Cosmetic/beauty company in LA

| Position Title | Length | |
|----------------------------|--------------|--|
| Product Development | 12 months | |
| City, State | Stipend | |
| Los Angeles, CA | \$16.04/hour | |

| |
|--|
| Position Details |
| <p>This role will assist in the development of new products from the marketing brief to first production delivery</p> <ol style="list-style-type: none"> 1. Support the Product Development Manager to help ensure product launches are executed in an organized and timely manner 2. Help oversee new product development including initiation/conception to formulation, including completion, first delivery & launch 3. Oversee artwork requests for primary and secondary packaging with graphic design team 4. Create and maintain tracking spreadsheets (cost of goods, project status, bill of materials, spec sheets, etc.) |
| Extra Benefits |
| 3 days of PTO, Paid Vacations, Christmas Bonus |

Cosmetics manufacturing/sales company near LA


| | | |
|--|---|---|
| Position Title | Length |  |
| Sales/Marketing Graphic Design | 12 months | |
| City, State | Stipend | |
| Santa Fe Springs, CA | \$15.00/hour | |
| Position Details | | |
| <u>Sales/Marketing</u> <ul style="list-style-type: none"> - Assist with sales by email, phone, in person - Create sales orders and invoices - Attend domestic trade shows - Arrange freight with trucking, USPS, DHL, UPS, Ocean, Air - Follow up and build relationship with customers | <u>Graphic Design</u> <ul style="list-style-type: none"> - Create graphic layouts for primary and secondary packaging within brand guidelines - Illustrate or prototype concepts quickly to develop concepts and present seasonal ideas - Create images and videos for social media marketing platform - Prepare and check final design before it is released for production - Participate in development sessions with internal marketing departments to discuss projects and account for the status of existing projects | |
| Extra Benefits | | |
| PTO | | |

Beauty/household products manufacturing company near LA


| | | |
|--|---|--|
| Position Title | Length | |
| Marketing Graphic Design | 12 months | |
| City, State | Stipend | |
| La Mirada, CA | \$15.00/hour | |
| Position Details | | |
| <u>Marketing</u> <ul style="list-style-type: none"> - Support all marketing activities for mass market, drug, grocery, dollar and ecommerce channels - Assist with the product development process, including market research, internal/external follow-up and timeline management - Help create, manage and update all marketing and sales collateral for account presentations and tradeshow - Help manage and update project statuses across various digital platforms - Assist in the copywriting of packaging and collateral materials | <u>Graphic Design</u> <ul style="list-style-type: none"> - Create templates, design research and concept development - Take photos, edit, and retouch images for customers, social media, sales sheet, catalogs, etc. - Proof production files for consistency, spelling errors, design elements, etc. - Catalog updates in Adobe InDesign and update digital product mock-ups - Physical product mock-ups | |
| Extra Benefits | | |
| 3days/year of PTO | | |

Logistics & Freight Forwarding

International logistics company in LA area

| Position Title | Length |  |
|--|--------------|---|
| Import/Export Operations | 12-18 months | |
| City, State | Stipend | |
| Los Alamitos, CA | \$15.00/hour | |
| Position Details | | |
| <ol style="list-style-type: none"> 1. Data management, customer service, answering phone calls, ISF filing, customs clearance. 2. Maintain and manage the contract database and tracking of project deadlines; 3. Prepare necessary reports such as sales report, sales tax report, company expense report, and payroll report; prepare invoices, checks, budget reports, and billing statements. | | |

International freight forwarding company near LA

| Position Title | Length |  |
|--|--------------|---|
| Customer Service/Logistics Coordinator | 12-18 months | |
| City, State | Stipend | |
| Commerce, CA | \$15.00/hour | |
| Position Details | | |
| <ol style="list-style-type: none"> 1. Act as a liaison, provide product/services information and resolve any emerging problems that our customer accounts might face with accuracy and efficiency. Build sustainable relationships and trust with customer accounts through open and interactive communication. 2. Follow up on import/export shipments, but not limit to status tracking, customs clearance, delivery, etc. 3. Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution 4. Investigate and resolve problems with shipment during transit and in all different areas. | | |

International freight forwarding company in Long Island, NY

| Position Title | Length | |
|---|--------------|--|
| Customer Service/Sales | 12-18 months | |
| City, State | Stipend | |
| Valley Stream, NY | \$15.00/hour | |
| Position Details | | |
| <ol style="list-style-type: none"> 1. Learn to develop business in the most optimal manner for the company and customers. 2. Undergo learning and development opportunities through specialized projects aimed to enhance complex marketing and sales knowledge and skills for the sustainment and growth of new business. 3. Work closely with the marketing team to develop transportation rates and contracts to increase business by utilizing multiple resources. | | |

Food distribution company logistics center near LA

| Position Title | Length | |
|--|--------------|--|
| Chinese Grocery Logistics and Purchasing | 12 months | |
| City, State | Stipend | |
| Whittier, CA | \$15.50/hour | |
| Position Details | | |

1. Communicate with the company's existing and prospective business partners, vendors, and suppliers in China
2. Support domestic and international client management and Follow-up with sales-related inquiries and issues
3. Plan and attend meetings with the sales team
4. Research and resolve business partners' issues and complains
5. Review the vendor's credit information to ensure its accuracy and prepare analysis reports
6. Track best-selling items by region and analyze the specifics of the product

Extra Benefits

PTO, Support Program Fee up to \$4,500

Medical equipment manufacturing/distribution company in NJ

| Position Title | Length |
|------------------------|---------------|
| Purchasing & Logistics | 12 months |
| City, State | Stipend |
| Oakland, NJ | \$35,000/year |

Position Details

1. Arrange and manage inbound and outbound shipments.
2. Coordinate initiatives regarding logistics, order cancellations, discontinued items, acceptable substitutes, and delivery date revisions.
3. Review and provide inventory inquiries and confirm with sales that all information is correct and complete.
4. Works collaboratively with supply chain management team on various administrative processes.
5. To communicate with other branch offices on a daily basis and follow up with open inbound and outbound logistics.
6. Follow-up with warehouse to ensure all shipment requirements and customer specifications are met.
7. Follow-up with warehouse to ensure all tracking information is submitted and communicated to all appropriate parties
8. Assist Sales team with the organization of sales orders and communicate with proper channels.
9. Purchase products including medical water filters, air filters, appliance parts, electrical items, pest control and medical equipment, etc.

Extra Benefits

PTO, Support Program Fee up to \$4,500

Other Industries

Art production and distribution company near LA

| Position Title | Length |
|---|--------------|
| Design Department Hand Painting Artist | 12 months |
| City, State | Stipend |
| La Mirada, CA | \$16.00/hour |

Position Details

Design Department

- Create wide range of original artwork
- You will have the opportunity to work with other art directors to concept ideas and develop creative solutions
- Work cross-functionally with other teams
- Multi-task while designing components of various projects
- *We are seeking an Artist who will contribute to the design team with creating artwork, in traditional medium such as acrylic and watercolor

Hand Painting Artist

- Use various techniques to paint the item same as the original sample.
- Select which materials to use based on color, texture, strength, and other criteria
- Paint landscapes, portraits, and other subjects in a variety of styles, ranging from realistic to abstract.

Extra Benefits

Cafeteria (Paid), Up to 24 hours of PTO, Dental & Vision Insurance

Automobile security equipment company near LA

| Position Title | Length | |
|---|--------------|--|
| Sales and Marketing | 12 months | |
| City, State | Stipend | |
| Cypress, CA | \$15.00/hour | |
| Position Details | | |
| <ol style="list-style-type: none">1. Provide regular updates to customers on order status and new products via email and phone.2. Communicate with Factory to coordinate the production schedule based on the regular order status.3. Understand each customer's needs to provide real and effective solutions. | | |
| Extra Benefits | | |
| PTO | | |

Global insurance company in NJ

| Position Title | Length | |
|--|--------------|--|
| Insurance Claims Administration | 12 months | |
| City, State | Stipend | |
| Ridgefield Park, NJ | \$17.00/hour | |
| Position Details | | |
| <p>Interact with insured, agents, and attorneys to obtain loss information as well as respond to claim inquiries. Maintain various claims processing and procedure records. Analyze claims database and prepare claims-related reports for the Claims Administrative Supervisor. Provide effective and ongoing communication within the office and with outside parties. Assist in ensuring timely expense payments.</p> | | |
| Extra Benefits | | |
| 10 paid holidays and 6 paid sick days per year | | |