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## What are some notable experiences you have had?

I got to go to Downtown Atlanta to the Terry College of Business Education Center in Buckhead. They are renovating several floors of their office and classroom space. A few other floors had already been completed so it was cool to get to see what it will actually look like when it is completed. This site visit was fun because I got to meet some new people and I ran into someone who I met previously at a coworkers retirement party. The interior was in great need of some updating and refreshing and it was good to see what the project looks like on all stages from before renovation to completion.

## Difficulties or mistakes have you encountered? How did you handle them?

My partner intern, hasn't done anything wrong, just can be socially overwhelming at times, so I have found small ways to set social boundaries and make the workplace more comfortable for me.

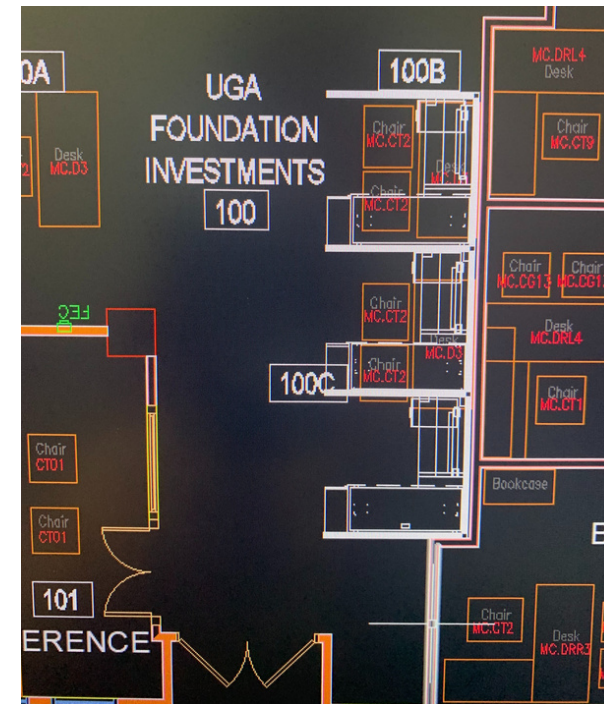
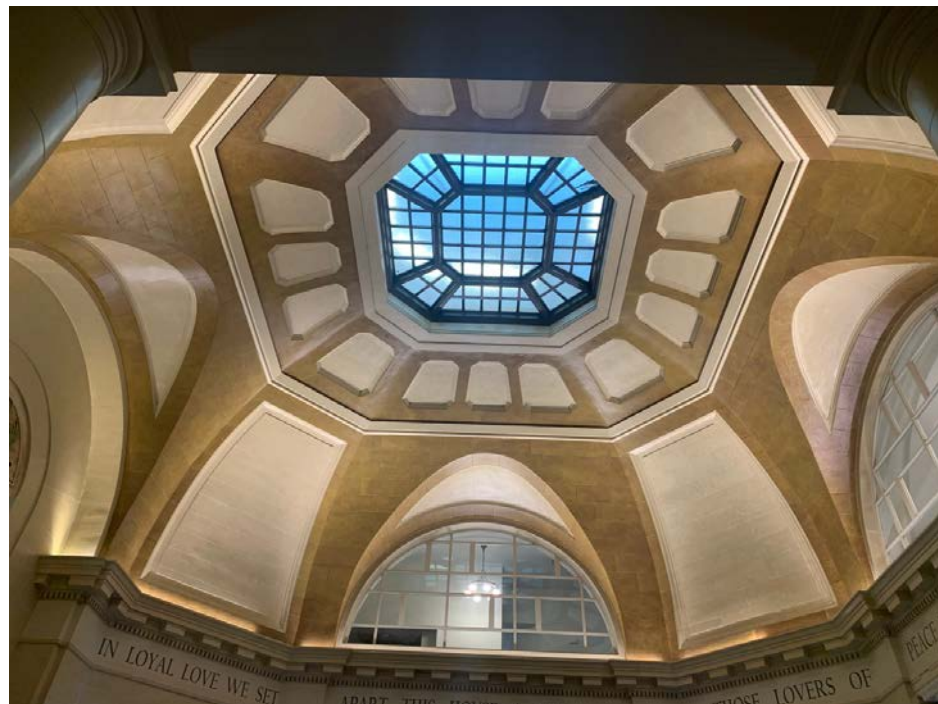


# Describe the procedures of your job. What are you learning by exercising your skills on a daily basis?

I have been learning a lot about the functions of the University and all of the different partners that have to work together to make a project come to fruition. It is easy to see how a lot of information can get lost in translation and why it is important to make good positive connections with everyone you meet and to ask clarifying questions. I have been working on these people skills and exercising my communication skills.

## Have you had any experiences working with clients so far?

I got to attend another Memorial Hall ballroom renovation update meeting and that was interesting to see how it is important to ask clarifying questions, point out anything you think is off, or suggest any changes. There were some problems with an unintended soffit so they had to ask about that.



## **What is the greatest lesson you have learned from your supervisor or boss?**

My supervisor has taught me to be more assertive and to ask to tag along to meetings and other things if it seems like it could be a good experience. This not only helps me grow in my experiences but also to be more confident in my roles and communication. Whether if it's on a site visit, or in a zoom meeting, if I have a question, I have every right and responsibility to ask it.

## **Think about your company, what is the most effective form of communication?**

## **Where is there room for improvement in communication?**

My company communicates primarily through email so I have improved a lot in my email etiquette. Every now and then the interns get left out of something by mistake but otherwise, communication flows smooth and freely. After getting to know people better, I feel more comfortable going up to people or to their office to ask questions.



## **How could you become more involved in the success of your company?**

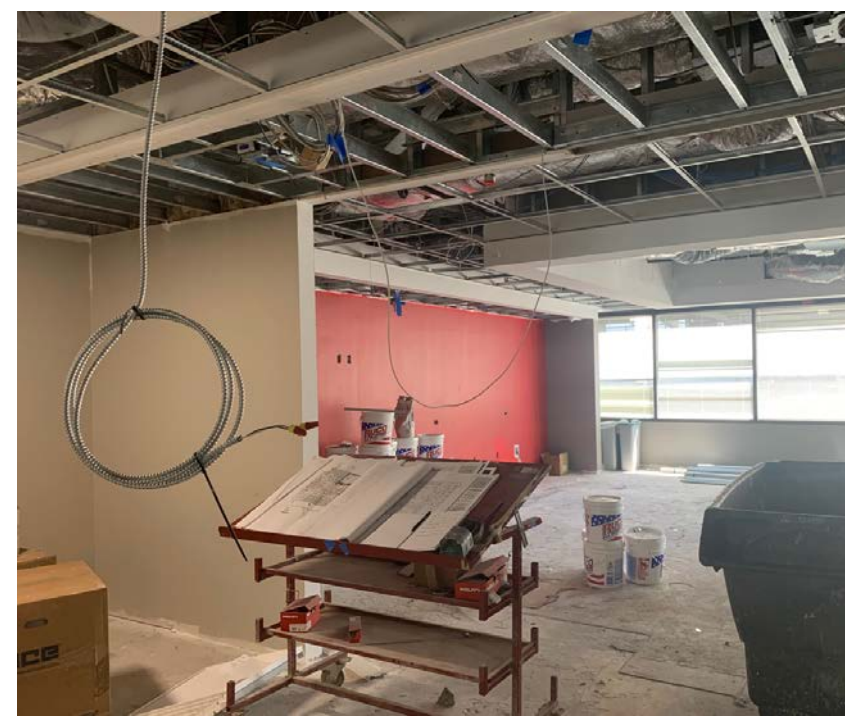
I can become more involved in the success of my company by making myself more available to help everyone in the office, and ask to tag along on site visits and meetings when I think they would be beneficial to me.

## **Any new difficulties or mistakes encountered? How did you handle them?**

I think some new difficulties included personal preparedness for small scale site visits. If I need to check out a classroom, sometimes we would just show up and the door would be locked so in the future I need to be better about planning for this in advance by notifying the right people that I will need room access.

## **What are you looking forward to in the weeks to come?**

We still haven't hit the next phase with the softball furniture selection but I am very excited for when we do. I think we are just waiting for Interior finish samples to come in the mail.

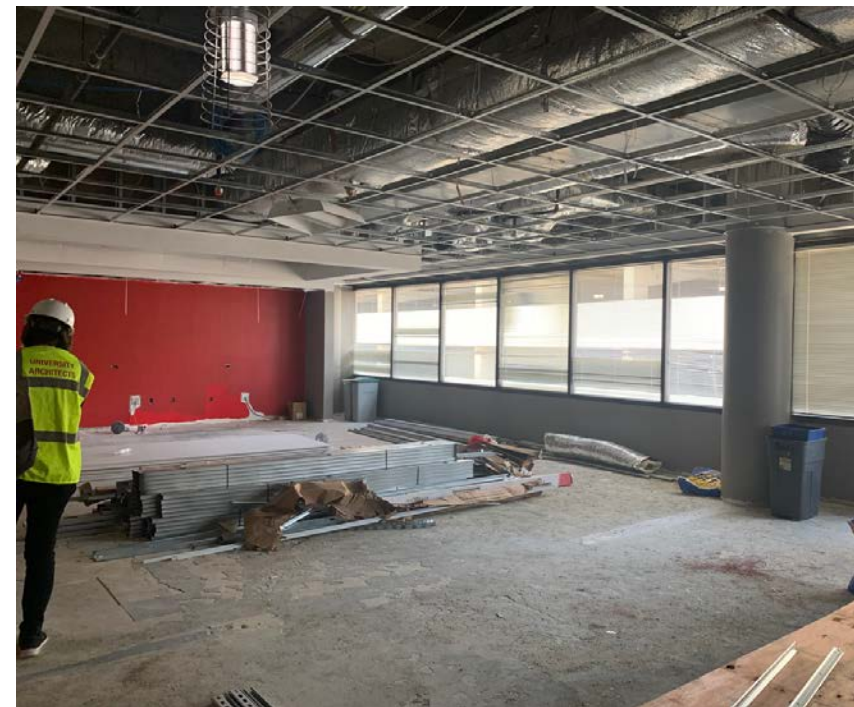


## **What was the most humorous thing that happened?**

On the Terry college of Business Education Center in Buckhead site visit, we noticed that there was a pie pan in the ceiling wedged in between some HVAC duct work and plumbing. I would have never noticed it if someone hadn't pointed it out.

## **Rate yourself on the quality of your performance over the course of this internship including knowledge of work, communication skills, and professional judgments.**

I think I have a high quality of skill and I can sense that improved a lot on my communication skills this past week. I feel more comfortable talking to my coworkers and communicating clearly with them about their expectations. I feel as though I have strong professional judgement as well but what I would like to work on next, is finding ways to make myself useful when I don't have a current task to be working on.

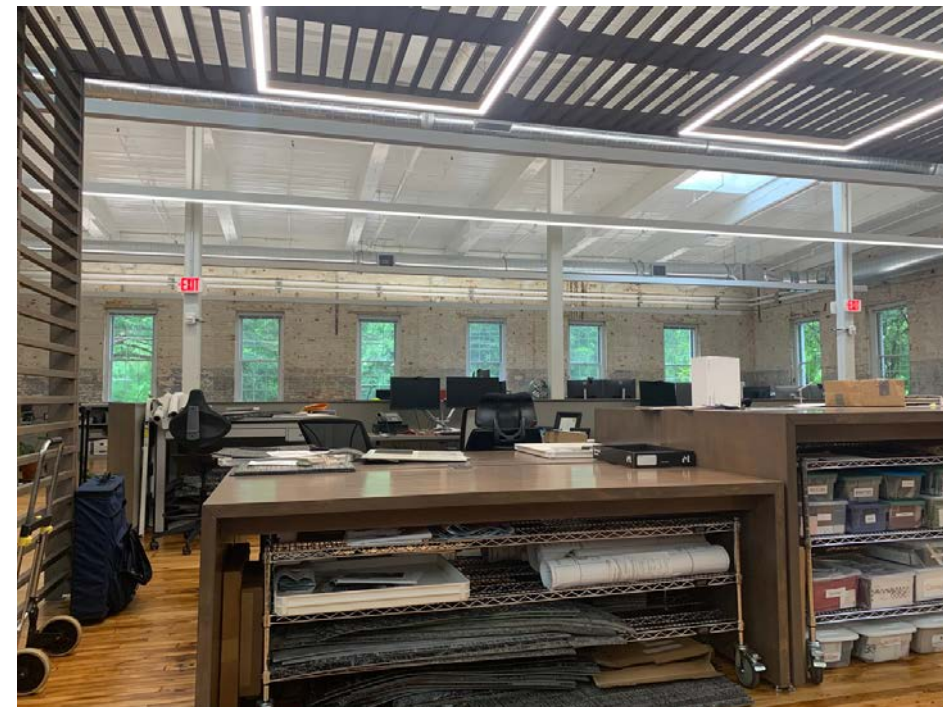


## **What area of your internship do you feel your greatest abilities lie? What areas do you need improvement?**

I feel that my greatest abilities lie in my technical and communication skills. I have felt prepared to tackle every assignment that has been handed my way and it reaches a higher standard because I am so detailed oriented. I am a good communicator and all of my interactions with other people are positive. While I am a positive communicator, I need to work on becoming a more confident communicator as well.

## **Biggest “career lesson learned”? How will you harness this in your future career?**

I think my biggest career lesson I have learned so far is to be kind to others and be open to new ideas and experiences. I feel like I have gone a long way just being kind to other people and the more you support them, the more they will want to support you.



## **At the conclusion of your internship experience, how did you become integrated into the company? What have been your contributions?**

So far, I have felt very integrated into the firm and my coworkers take steps to actively include me in as many experiences as possible. I feel as though I am a normal part of the office and that makes me feel good. I have had some important assignments and been trusted with some important projects so I feel as though my contributions have been great.

## **Any additional advice for future interns?**

Get as many different types of experience in your field as possible. This internship is a great way to learn about what you like to do and what you don't like to do. Both of these are equally important in figuring out where you want to be and what you want to work toward one day.

## **Do you recommend future interns to work for this company?**

I would highly recommend this company to future interns.

