

First Monthly Report

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1. Your company: Provide a brief profile of (1) the company you worked at (including their mission/goals, culture, number of employees, type of business, etc.), (2) your assigned responsibilities, along with major projects.

Company Profile:

I worked as a Web Developer intern at TBS Marketing, a marketing agency based in Bangkok, Thailand. The company's mission was to help businesses grow by providing them with effective marketing strategies and solutions tailored to their unique needs and goals. TBS Marketing was committed to providing high-quality services that were aimed at achieving measurable results for their clients.

The company culture at TBS Marketing was focused on collaboration, creativity, and innovation. The team consisted of passionate marketing professionals and web developers who worked together to deliver exceptional results. Currently, TBS Marketing had around 25 employees and worked with clients from various industries, including hospitality, finance, healthcare, and more.

TBS Marketing offered a variety of services, including branding, digital marketing, website design and development, social media marketing, and event management. As a Web Developer intern, my role was focused on website design and development using primarily WordPress.

Assigned Responsibilities and Major Projects:

As a Web Developer intern at TBS Marketing, my primary responsibility was to work on numerous website projects for clients using WordPress. This included designing and developing website layouts, creating custom functionalities and plugins, fixing website issues, and troubleshooting website problems.

Throughout my internship, I coordinated with different members of staff to ensure that website projects were delivered to agreed deadlines. I worked closely with the Design team to ensure that website layouts were visually appealing and easy to use for website visitors.

Some of the major projects I worked on as a Web Developer intern at TBS Marketing included developing websites using WordPress for healthcare and automotive insurance clients, and hospitality clients, and updating procurement businesses and a user-friendly style blog website for a cosmetic surgery clinic.

As my role within the company evolved, I was assigned additional duties to support the team in delivering projects to clients. This included collaborating with other departments within the company for website content writing, i.e. only for the sites we were assigned to design and contributing to the company's mission of helping businesses grow through effective marketing strategies.

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Overall, my internship at TBS Marketing allowed me to gain valuable experience in website design and development and contribute to the company's mission of helping businesses grow through effective marketing strategies.

2. What you did: Provide in detail what you did on the job (e.g., be specific on what programming language you have used).

I started interning on 14th March. Within the first month of the internship, I completed web development and design utilizing WordPress, i.e. overall 16 sites. I had to assist two senior web developers to update three big sites, i.e. prestigeproperties.com, uct-asia.com i.e the procurement business, and the STM-style blog for the cosmetic surgery clinic that they were working on so that we could complete them as soon as possible within the deadline of the projects.

In this section, I will be explaining how in general I develop and design sites utilizing WordPress with an example below.

We start work usually from Trello, especially PBN named list where the sites for me to work on are listed by senior developers and I take note of the names of the sites from the listings. Then I search those sites on Launch CDN and click on the site names added to the Launch CDN which redirects me to the page of information for every site that I clicked each time, providing me WordPress Details such as username & password for it, Name Servers, Server Access & FTP Details, CDN Bypass Details, E-Mail Settings, Reinstall WordPress, Purge CDN Cache, and Delete Domain details. I just use the WordPress Details and Name Servers Details from that page to add the sites to Domain websites such as NameBright or GoDaddy. There are other domain websites other than NameBright or GoDaddy, but I used them only until now because, either one of them needed to be specifically utilized for the sites that I was assigned and this decision of assigning a certainly named domain suitable for every site, is solely done by the senior Web Developer.

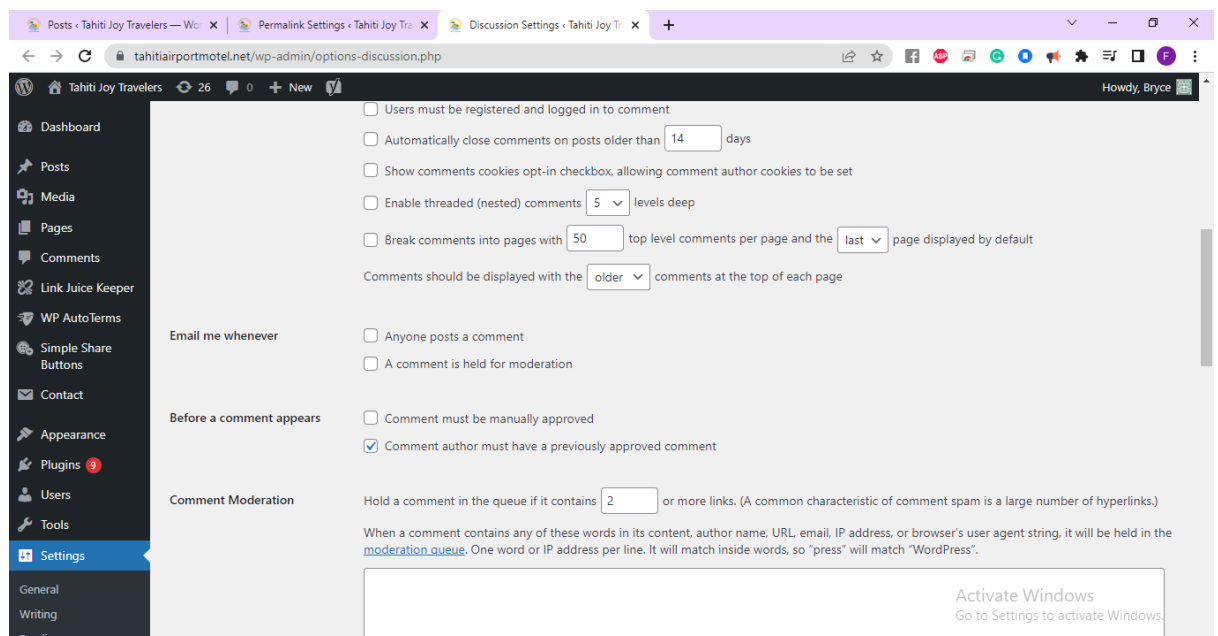
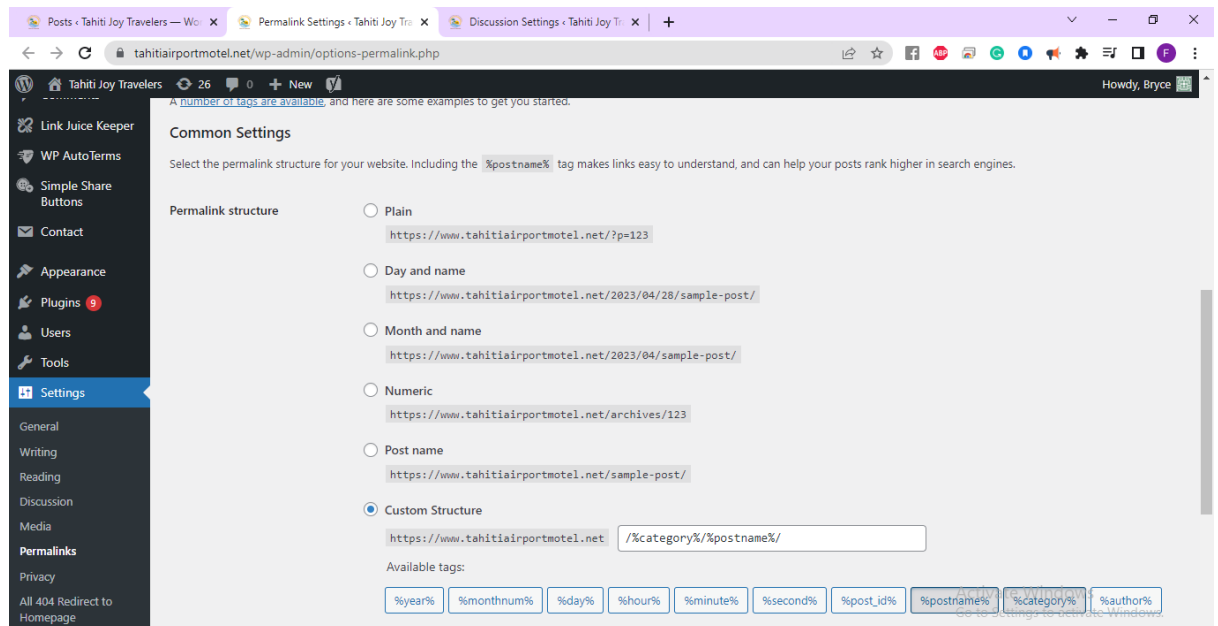
An example of a site that I usually do to complete its development and design of it after adding the sites to its specific domain assigned, includes the following steps:

1. I install the required plugins standard for every site and activate them. I activate the TBS plugin after completing all the development and design of the sites as the active plugin restricts some activities that I need to do during the development or design process.
2. I create 4 categories based on information regarding the type of the sites and this information is usually provided by the senior developers in Skype chat.
3. Then I create a maximum of three posts relevant to the type of site, and the posts fall into one or two of the categories depending on the topic of the posts generated, along with a featured image, and we need to maintain standard formatting for the posts to be published on the sites.

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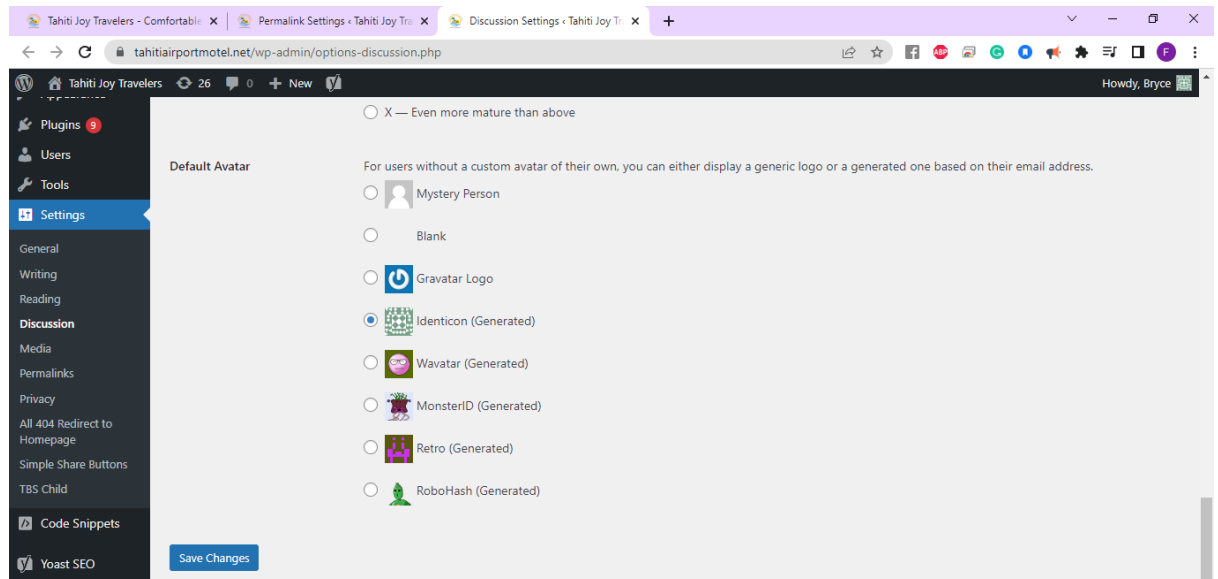
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4. The standard formatting of the posts for every site requires me to publish with any date in 2022 by going to the settings of the edit post and changing the date from now to any date in 2022. Then I set the categories for the posts along with upload of a relevant picture in the featured image. After all, these are done, I click publish.
5. I need to choose a new suitable theme from appearance theme section of the backend wordpress site by click “add new” and then install/activate the chosen theme for use.
6. In the backend of every WordPress site, I need to update the Permalink Settings and discussion setting as showed in the following screenshots:



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7. Then we create menus standard for every website following the menu alignment from the screenshot below. We click customise sites and then we go to the menu section to set the menus like this standard way.

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Customize: Loading...

sapphire-db.com/wp-admin/customize.php?url=https%3A%2F%2Fwww.sapphire-db.com%2F

Published

You are customizing
Menus

Menu 1
(Currently set to: Primary Navigation)

Create New Menu

Menu Location
Your theme can display menus in one location.

View Location

Home About Asuransi Pengadaan Transportasi Gudang Privacy Policy Contact

Search

Recent Posts

Customize: Loading...

sapphire-db.com/wp-admin/customize.php?url=https%3A%2F%2Fwww.sapphire-db.com%2F

Published

Customizing • Menus
Menu 1

Menu Name

Menu 1

Home	Custom Link
About	Page
Asuransi	Category
Pengadaan	Category
Transportasi	Category
Gudang	Category
Privacy Policy	Page
Contact	Page

Reorder + Add Items

Home About Asuransi Pengadaan Transportasi Gudang Privacy Policy Contact

Search

Recent Posts

Customize: Indo Healthcare Logix

sapphire-db.com/wp-admin/customize.php?url=https%3A%2F%2Fwww.sapphire-db.com%2F

Published

Pengadaan	Category
Transportasi	Category
Gudang	Category
Privacy Policy	Page
Contact	Page

Reorder + Add Items

Menu Location
Here's where this menu appears. If you would like to change that, pick another location.

☒ Primary Navigation (Current: Menu 1)

Menu Options

☐ Automatically add new top-level pages to this menu

Delete Menu

Home About Asuransi Pengadaan Transportasi Gudang Privacy Policy Contact

Search

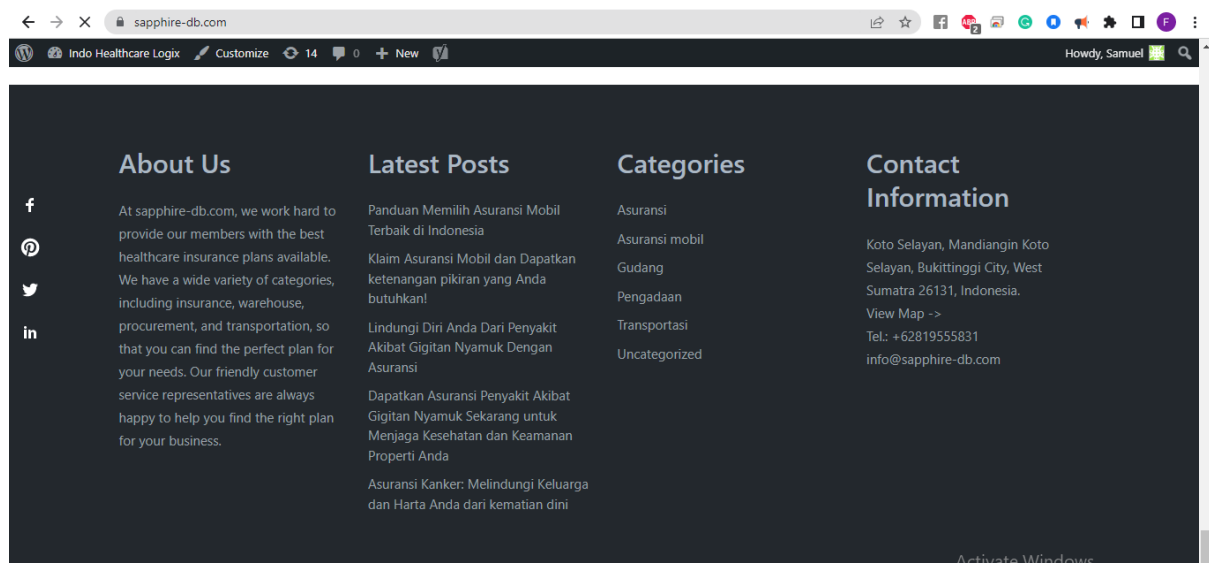
Recent Posts

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8. After that we need to do the footer and upload the information we create by research and study relevant to the type or topic of the sites by filling them up in the customise section of every sites.
9. We fill up the same privacy policy page info for all sites as the standard formatting. And the contact page need to have a contact form 7 plugin that we installed before and then we group it with an embed widget that has the html code map of the location of the business site that we creating the site for. We put that same map detail along with the business phone number and email in the footer section under “Contact Us” option.
10. In the footer, in the “About Us” option, we provide a short bio about the business site we workin on and then the rests of its extended information are uploaded in the About page.



11. Then I create logo for the site using Canva website of TBS Marketing that has access to all premium features. I create a logo with various elements, designs and color styles that goes aesthetically well with the website theme. After complete, I upload it into the site identity section for upload, I need to hide site title name and site tagline as standard formatting. The site title names and site taglines are created by me based on the concept of the website that I need to use it later on in the designs of logo making.
12. After that I need to go to the rm.tbs-marketing.com to add the sites along with the info taken from Launch CDN and Domain websites added to it and I need to add web, tag, type and DR info as well,I get info for them from herfef sites.
13. From href sites, I need to get details that I downloaded as an excel output, where after download I do some editing, such as replace some information with the site names and then save the file in comma delimited file format and then reupload them in the redirection section.
14. The TBS plugin plays a key role in all sites as it generates unique security ID in the TBS child section of the wordpress settings in the backend wordpress site, we us that to add its info for addition of the site to CRM.
15. Finally the site development and design is completed and ready to be delivered.

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Besides from the site development/design, I had to do some tasks for three big sites, i.e. prestigeproperties.com, uct-asia.com i.e the procurement business, and the STM-style blog for the cosmetic surgery clinic. In these sites, I had to upload blog posts of over a hundred, follow standard formatting or fixing posts formatting following instructions by Senior developers from the Skype Chat, they would send me the dashboard links and I would work from the links. They would later on explain me in the office and sometimes assist me if I need help in guidance on how to solve a certain issue I am encountering.

3. What you learn: Provide in detail what you have learned (Guideline: you may want to list three most important things you have learned up till now during the internship.)

It's great that I have been able to work on so many sites in just one month, and also assist with updating larger sites. I am also impressed that I have developed a standardized process for developing and designing sites using WordPress, with steps for installing plugins, creating categories and posts, setting themes, creating menus and footers, and adding logos. It's important to have a standardized process in order to ensure consistency and efficiency when working on multiple sites. Overall, I have learned a lot and have been able to contribute to the projects assigned to me.

4. Self-reflection: Provide a self-evaluation report. Take a critical look on your experience (This is the heart of this report. It is crucially important to self-evaluate yourself (critically) on (1) what you did that is good, (2) what you can do better, and (3) what needs improvement. DON'T generalize and offer superficial, glib observations.

Based on the experience I have provided earlier, I can see that I have accomplished a lot within a short period of time. I have completed 16 web development and design projects utilizing WordPress within the first month of my internship, and I have assisted two senior web developers to update three big sites within the deadline of the projects.

One thing that I did well is my ability to quickly learn and implement the required steps in developing and designing sites using WordPress. I have also shown my ability to adapt to the standards and procedures set by the senior developers, which is essential in working collaboratively.

However, there are still areas where I can improve. For instance, I can work on my communication skills to ensure that I have a clear understanding of the tasks assigned to me and to avoid any misunderstandings. I can also focus on improving my attention to detail, as it is critical in web development and design.

Moreover, there is room for improvement in my time management skills to ensure that I can deliver quality work within the given deadline. I may consider developing a personal schedule or setting goals and deadlines for each task to improve my time management skills.

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Overall, my experience shows my ability to learn and adapt quickly, but there is still room for improvement in my communication skills, attention to detail, and time management skills. I encourage myself to reflect on my experience and focus on developing these areas to enhance my skills and further excel in my future endeavors.

5. Samples of your work: Include a sample of your work in forms of medias, code, or pictures. Explain them succinctly. (You may want to include three artifacts, e.g., pictures, code snippets, etc., that best describe your work.)

Please visit this link from Github to access my sample:

<https://github.com/Fardina386/1st-month-Intern-Report-Sample->

The link has screenshots some complete sites I did along with logos and the some tasks from the big sites I mentioned in detail earlier.

6. Suggestions to Stamford IT program: List subjects that you studied at Stamford and prove to be very beneficial to your present internship. How did they help you? How can they be better? Please explain and provide examples.

I believe ITE 337 course taught me most of the skills I am utilising at my internship today. I have shared my experience of working on web development and design utilizing WordPress. I have explained the steps I follow to complete the development and design of a site, including installing plugins, creating categories and posts, choosing themes, updating settings, creating menus, filling up footer information, creating logos, and adding the site to the CRM,. I have also mentioned assisting senior web developers in updating three big sites. Overall, I believe I have utilised most of the skills taught from university during my internship.

They can be better if the course added knowledge about websites like LaunchCDN, CRM, Trello, Domain sites and how they were inter-related in the functionality of the active sites, its development and design.