Job Information on Indeed.com
Management Information Systems (MIS) Summer Intern

Clay Lacy Aviation

3.2out of 5

7435 Valjean Ave, Van Nuys, CA 91406

Remote

$18 - $22 an hour - Temporary, Full-time, Internship

Location: Job address

7435 Valjean Ave, Van Nuys, CA 91406

Full job description

Clay Lacy Aviation is looking for a Management Information Systems (MIS) Intern for our full-service FBO at Van Nuys airport. If you meet the minimum requirements and are goal-oriented, dedicated, proactive, and enjoy a customer-centric culture, we would be delighted to get to know you better.

Clay Lacy Aviation has been providing private jet services around the globe since 1968. Taking pride in the pursuit of perfection is at the center of everything that we do. Our most valuable asset is our experienced team. If you are goal-oriented, dedicated, proactive, and enjoy a customer-centric culture, we would be delighted to get to know you better.

Position summary

- 100% remote position
- Compensation: Hourly Rate $18.00 – $22.00
- Full-Time (Temporary) - Summer 2024

Key Responsibilities

- Collaborate with departmental teams to understand their business processes and identify integration opportunities.
- Assist in the design and implementation of low code solutions to unify disparate business processes.
- Participate in the development of workflows, forms, and scripts within the low code platform to meet business requirements.
- Support the documentation of business process changes and system configurations.
- Contribute to the development, testing and quality assurance of new systems and features.
- Provide training and support to end-users on new systems and processes.
- Engage in continuous learning about the latest low code technologies and best practices.

Qualifications

- Strong interest in business process improvement and technology integration.
- Excellent analytical and problem-solving skills.
- Effective communication and interpersonal abilities.
- Ability to work collaboratively in a team environment.
- Self-motivated with a strong work ethic and the ability to handle multiple tasks.

Required Education

- Currently pursuing a degree in Management Information Systems, Computer Science, Business Administration, or a related field.

Required Experience

- Familiarity with low code platforms and principles is a plus.
- Practical development experience is a plus.

Equal Opportunity Employer

Clay Lacy Aviation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

All applicants must submit to a pre-employment drug screen and background check.

About Clay Lacy Aviation

Founded in 1968 by legendary aviator and industry pioneer Clay Lacy. Today, Clay Lacy Aviation is considered the world's most experienced operator of private jets. Prominent individuals and leading corporations trust Clay Lacy for aircraft management, charter, maintenance, avionics, interiors, and FBO services. The company has aircraft operations and regional offices across the U.S., including full-service FBOs in Los Angeles and Orange County, and aircraft maintenance centers in Los Angeles, San Diego, and Oxford, Connecticut. With the most knowledgeable team in the industry, Clay Lacy delivers superior safety, service, and value to aircraft owners and jet travelers worldwide. Visit claylacy.com

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Information Systems Technician jobs in Van Nuys, CA

Victoria Lee
901 N Brighton Way
Los Angeles, CA 90209
April 26, 2024

Hiring Manager
Clay Lacy Aviation
7435 Valjean Ave
Van Nuys, CA 91406

Dear Hiring Manager:

It is with great interest that I submit my resume for the Management Information Systems (MIS) Summer 2024 Temporary Remote Intern position you posted on Indeed.com. I am currently enrolled as a B.S Computer Science with a minor in Business Law from the University of Maryland Global Campus (UMGC). I expect to complete my degree in Fall 2025 and would be honored with an intern opportunity with Clay Lacy Aviation, known for private jet services, aircraft management, charter, maintenance, and avionics. In addition, I have AA of Liberal Arts in Math & Science, AS-T in Mathematics, and AS-T in Physics that showcased my strong analytical, engineering, and problem-solving skills for technology integration. In addition, my minor in Business Law can help improve the business process to effectively make decisions.

For SFAC, as a team we collaborated and strategized plans to prevent a single point of failure with good communication skills. As for the NCAS, I was an efficient software financial officer and developer for the team with intermediate Excel programming. I also have completed a professional certification of z/OS Mainframe Practitioner in Coursera and a course in Amazon IoT which allowed me to experience data management and system configurations. My experiences allowed me to have the skills and knowledge needed to be a competent MIS Summer 2024 Temporary Remote Intern. My education has helped me garner the facilitation skills and knowledge needed to assist in the design of low code solutions for business processes and testing of new systems and features. I am a visionary leader with strong teamwork, multitasking, communication, and programming skills for better MIS decision making.

By far, my passion and dedication to be a software engineer or developer in the future. If hired, I would like to take this opportunity to help me enhance my knowledge in the latest low code technologies, communication, written reports, and best practices for Clay Lacy Aviation.

With my resume attached, I hope you see me as a viable candidate for the MIS Summer 2024 intern position. I invite the opportunity for an interview and can be reached at (123) 456-7890 or victoria_lee@gmail.com. Thank you for your consideration.

Sincerely,

Victoria Lee

OBJECTIVE SUMMARY

- Aspirations to work as a Software Engineer or Software Developer in the future and innovate inventions.

- To obtain a CS, IT, Finance, CS Business Law, or MIS position with my wide range of background, skills, and experiences.

- Problems solved analytically, with effective communication skills and teamwork for an organized report.

- My professional certificate and a course of is completed in Coursera related to z/OS and Amazon IoT.

- LinkedIn has more info on courses taken

CONTACT

victoria_lee@gmail.com

LinkedIn: Victoria

GitHub: Victoria

(123)456-7890 | Los Angeles, CA

EDUCATION

UMGC, 2024-PRESENT:
B.S. Computer Science with a minor in Business Law

UCM, 2023-PRESENT:
B.S. Computer Science & Engineering

CCCCO COLLEGE, 2019-2023:
AA: Liberal Arts in Math & Science
AS-T: Mathematics
AS-T: Physics

SKILLS

- Intermediate Java, Python, C++, Microsoft and Google Office Programming (Excel, etc)
- Intro C, HTML, JavaScript
- Z/OS Mainframe Practitioner
- Leadership & Teamwork
- Multitasking & Communication
- Problem Solving & Organized

Victoria Lee

B.S. COMPUTER SCIENCE; MINOR: BUSINESS LAW

💼 EXPERIENCES

IoT EDGE COMPUTING: AMAZON FreeRTOS PRIMER | COURSERA
April 2024 – May 2024 | Free Course | 4 weeks

Completed Quizzes on Amazon Web Services in the IoT and Commands:
- MOTT, Device Shadow, Green Grass IoT, Device Defender
- OTA Update, Secure sockets, PKCS#11, Wi-Fi, Bluetooth Low energy, FreeRTOST, TCP, TLS, SQL, X.509

IBM Z/OS MAINFRAME PRACTITONER | COURSERA
April 2024 – May 2024 | Professional Certificate | 1 Month

Completed Quizzes & Virtual Laboratories for:
- Introduction to Enterprise Computing:
  - ➢ hardware, operating systems, security, features
- Introduction to Mainframe with z/OS Commands and Panels:
  - ➢ ISPF/PDF dialogs, and TSO/E commands.
- Basic System Programming IBM Z:
  - ➢ IBM z/OS System Programmer and System Administrator, JCL, JES, ISHELL, HFS, z/OSMF, VSAM, System Libraries, Language Environment, Generation Data Groups, RAIM, DB2, UNIX System Services, USS File System.

STUDENT FEE ADVISORY COMMITTEE (SFAC) | UCM
June 2023 – 2024

- Inspired and collaborated on ineffective internal control procedures for the allocations of funds.
- Shaped strategies to balance systems to prevent a single point of failure where one person only has access to the file

NASA COMMUNITY COLLEGE AEROSPACE SCHOLARS (NCAS) | NASA
April 2022 – August 2022

- Learned NASA's missions: Discover, Engage and Explore.
- Experienced online rover mission and in-person robotics competition.
- Had Roles of Financial Manager and Software Engineer for the robot.
- Utilized introduction and intermediate VBA/EXCEL to budget the finance for the Robot parts.

🪪 AWARD: EXPLORING CS PLAQUE | HIGH SCHOOL
June 2019

- Outstanding CTE student: Introduction Java, HTML, & JavaScript

PARC Summary: The short summary is below, the in-depth analysis of each concept is the left column, and the images are to the right of the column not censored.

My resume effectively utilizes the concepts of PARC. Proximity was applied with the use of spatial relationship to separate the three different parts within each bolded section that indicates more details about the subject. For example, the experiences, objective summary, contact, and education are well spaced out in bullet points with details relating to the goals and in-depth detail about it. Alignment was applied to intentionally arrange the text into a concise pattern. The resume is left-aligned, creating an invisible line as well as the peach-orange division. Within experiences, the name is to the left, then the company is to the right, and the bullet points are also near the center. All three alignments create a different invisible margin which creates a pattern and makes the resume more organized. Repetition in color, font, and boldness was applied to achieve resume uniformity. The same three colors: peach-orange, white, and black are used repeatedly in the entire resume. Contrast was applied in the font to separate elements, topics, and details for a more visually appealing look. If the topics or headers are bolded, it is a new section to separate the elements. Therefore, my resume effectively applies the PARC concepts.

Proximity was applied with the use of spatial relationship to separate the three different parts within each bolded section that indicates more details about the subject. For instance, the objective summary is well spaced out in bullet points with details relating to my goals. And in the Experiences, each has the details relating to my experiences that apply the concepts proximity well. The big white spaces separate different topics from one another such as Objective summary Contact, Education, Experiences, and Award. Each of the separations was done well. Looking over on the experiences side, it shows proper spacing to indicate separation of each bolded section. Underneath it is the bullet points and each of them are grouped together without confusion. The arrow points are further in detail of the topics that are discussed in each experience. It has good proximity as you can see the elements grouped up together which showcases proximity well.

Alignment was applied to intentionally arrange the text into a concise pattern. The resume is left alighted, creating an invisible line. For example, in the Experiences topic, the certificate or course name is all the way to the left, then the Coursera company name is to the right, and lastly, the bullet points with the indentions are also near the center. The bullet points also make good alignment to see each section with details about that section. All three alignments create a different invisible margin which creates a pattern and makes the resume more organized. An additional alignment is the division by column from the left segment in color Preach Orange with the White segment. The separation is perfectly aligned so that the user can separate the two sections. The Left would have the Objective summary, Contact, Education, and Skills. The Right would have the Experience and Awards. Another alignment is the objective summary. It has it left aligned creating an invisible line for the other bullet points. The bullet points are then aligned to the left side and having proper spacing below it for visual clarity.	
Repetition in color, font, and boldness was applied to achieve resume uniformity. For example, the same three colors: Peach Orange, white, and black are used repeatedly in the entire resume. Peach Orange is in the graphics, icons fonts, and is part of the page color. In addition, the peach orange color blends nicely with the white and black making the resume standout from the standard black and white resumes. The black font repetition is repeated throughout the resume to give a consistent format. The bolded font and increased size repetition helps the user see the separation between each group of elements. In addition, the black bullet points help indicate to the user about more information. The black bullet points are also repeated to group information together that is explained and to keep the theme consistent. The repeated bullet points allow the user to see the summary underneath it and let the user know that more in depth details about the objective summary is underneath it. On the right side below the IoT label, it shows a few more bullet points to provide an example of how the repeated bullet	

points quickly summarize the lessons and skills completed.	
Contrast was applied in the font to separate elements, topics, and details from each other while making it visually appealing. For instance, the topics have a bolded and larger font size which makes them stand out from the rest of text. When it is bold and in a larger font size, the user knows that it must be a new section to separate the elements. Peach orange also makes the contrasted black font standout on the left side of the resume. Another example of contrast is the Experience and Award image icons that separate different experiences such as IoT Edge Computing from Amazon, IBM z/OS Mainframe practitioner certificate, SFAC, NCAS from NASA experience, and my CS award. These help the user indicate the differences between the experiences and award instead of reading the bolded text font. The name is also bolded and the lasrgest size font out of all the resume. It contrasts the name in a bolded black font to indicate the owner of the resume. Each sub headers and topics are split by the black font that contrasts between the peach orange and white.	**OBJECTIVE SUMMARY** • Aspirations to work as a Software Engineer or Software Developer in the future and innovate inventions. • To obtain a CS, IT, Finance, CS Business Law, or MIS position with my wide range of background, skills, and experiences. • Problems solved analytically, with effective communication skills and teamwork for an organized report. • My professional certificate and a course of is completed in Coursera related to z/OS and Amazon IoT. • LinkedIn has more info on courses taken **CONTACT** victoria_lee@gmail.com LinkedIn: Victoria GitHub: Victoria (123)456-7890 | Los Angeles, CA **SKILLS** • Intermediate Java, Python, C++, Microsoft and Google Office Programming (Excel, etc) • Intro C, HTML, JavaScript • Z/OS Mainframe Practitioner • Leadership & Teamwork • Multitasking & Communication • Problem Solving & Organized **Vict** B.S. COMPUTE **EXPERIENCES** **IoT EDGE COMPUTIN** April 2024 – May 20: Completed Quizzes o • MOTT, Device Sh • OTA Update, Sec FreeRTOST, TCP, **IBM Z/OS MAINF** April 2024 – May 20: Completed Quizzes & • Introduction to ➤ hardware, • Introduction to **(NCAS) | NASA** April 2022 – August 2022 • Learned NASA's miss • Experienced online r competition. • Had Roles of Financi robot. • Utilized introduction finance for the Robo **AWARD: EXPLOR** June 2019