



Internship Report - 1st Year

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1 Introduction

This internship corresponds to my first-year internship in an engineering school. Its purpose was to familiarize myself with the company, its operations, and the professions practiced there. I aimed to understand the environment of different departments, the tools and methods used, the organization of work, administrative and collective rules, and the ability to perform operational tasks within a team or department. It is with these diverse objectives in mind that I undertook my internship at Yvette Gabriel Beauty Coworking.



Figure 1: The store's sign

2 Brief Presentation of the Company

I conducted my first-year internship in a coworking space specializing as a beauty institute named Yvette Gabriel Beauty Coworking. It is a coworking space located in the 17th arrondissement of Paris, hosting several beauticians, including the owner, offering a wide range of various beauty treatments, such as facial and body care, as well as a variety of beauty products.



Figure 2: Beauty products and treatment table



Figure 3: Treatment devices

3 My internship

During my internship, I performed various tasks, including managing social media, welcoming clients to the store, handling calls and scheduling, distributing magazines and drinks to clients waiting for their treatment, and assisting in cleaning the store at the end of the day.

At the beginning of the internship, the company's manager first explained the history of the business, from its creation to its ambitions for future developments. She then detailed the various activities I would be undertaking for the day. I participated in welcoming clients in her presence at the start of my internship. I observed how to properly welcome different clients into the store, learned what to say to them, and how to appropriately have them wait if necessary. I also had to answer some calls from clients or beauticians who wanted to reserve space for their various services.

Later in my internship, the manager also explained how the store's schedule was managed, between clients booking treatments and beauticians reserving work slots in the store. During my internship sessions at the reception, I welcomed clients, managed calls and the store's schedule, and distributed magazines and drinks to keep clients who sometimes had to wait at the store entrance for their treatment.



Figure 4: Store reception



Figure 5: Store entrance

At the end of the day, I helped with the store's organization and cleaning. I organized the various beauty products that were used, swept the floor, mopped, and took out the trash.

During my internship, especially towards the end of July, the manager granted me a few days of telecommuting during which I managed the company's social media, particularly on Facebook and Instagram. Indeed, with the summer holidays, the store's attendance decreased a bit in late July, and the manager allowed me telecommuting days when the schedule was lighter. On those days, my task was to manage the company's social media to potentially attract more clients and entrepreneurs looking for a beauty coworking space.

4 My analysis

Thus, I was able to carry out the various tasks assigned to me during my internship, some with more difficulty than others. I gained insights into the company, understanding the operation of a coworking space, and the activities of a beauty institute. I had the opportunity to practice my communication skills with clients and enhance my time management abilities through scheduling. Lastly, I also contributed to maintaining the cleanliness of the premises.

5 Quality of the Internship

I would like to express my sincere gratitude to Maryvette Licup, the manager of the company, as well as my internship supervisor, for accepting me into their company and for teaching me a great deal. This includes communication, management, administrative tasks, and simply the aesthetics of the business. I received a warm and welcoming reception from Mrs. Licup and all the beauticians working in the store during my internship period. Therefore, I would like to thank them all.