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## **Intern Job Description:**

A self-directed intern with a passion for technology, collaboration, and creative problem-solving is needed by technological firm known for innovative technology. The intern will actively participate in meaningful projects while working closely with a mentor and senior leadership.

The company is looking for an intern with prior experience in software design, coding, and debugging. At a thriving company, the intern will gain exciting realworld software engineering experience.

We frequently collaborate in small groups to solve problems, experiment with new technologies, and learn from one another. This environment requires an intern who is enthusiastic and collaborative.

### **Intern Duties and Responsibilities**

- Assist the IT team in the maintenance of hardware, software, and other systems;
  - troubleshoot issues and provide technical support;
  - organize and maintain IT resources; and provide IT support in areas such as cybersecurity, programming, analytics, and data center management.
  - New software applications must be documented and tested.
  - Examine new application concepts.
  - Investigate the offerings of competitors.
  - Create applications (coding, programming).
  - Conduct interviews with beta testers.
  - Manage troubleshooting in various areas of configuration, network connectivity, windows installation, to customer email.
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- Manage backups, replications and disaster recovery plans of company mission critical servers and database files to ensure redundancy.
  - Develop and implement information security disaster recovery procedures.
  - Create and design print and digital materials
  - Adhere to brand guidelines and complete projects according to deadline
  - Retouch and manipulate images
  - Use graphic design software and work with a wide variety of media
  - Collaborate with the Creative Director and Graphic Design Manager to develop design concepts
  - Receive feedback from the Creative Director and Graphic Design Manager and make necessary changes
  - Assemble final presentation material for printing as needed
  - Graphic Design major preferred
  - Basic knowledge of layouts, typography, line composition, color, and other graphic design fundamentals
  - Experience with InDesign, Adobe Photoshop, and Illustrator
  - Strong creative and analytical skills
  - Compelling portfolio of graphic design work

## Requirements

1. Major in Software Engineering, information technology, Computer Science/Network and Electronic Engineering, Engineering, or Mathematics major
  2. or management information systems.
  3. Expertise with Java, NET, JavaScript, or HTML/DHTML, as well as Microsoft Office Suite
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4. Excellent verbal and written communication skills
  5. Strong verbal and written communication
  6. Excellent analytical and problem-solving skills
  7. Ability to work well in teams
  8. Strong work ethic and attention to detail

**We go into more details on the most important information technology internship responsibilities here:**

- A strong writing skill is useful for preparing instructions and email responses for employees and customers, as well as for real-time web chat interactions.
  - Certain information technology internship responsibilities require the skill "customer-service skills" to be completed. "Computer support specialists must be patient and sympathetic," according to an information technology internship resume.
  - Another essential skill that an information technology internship candidate must possess is "listening skills." Support staff must be able to understand the problems that their customers are describing and know when to ask clarifying questions.
  - Although problem-solving abilities are listed last on this list, they are crucial to information technology internship responsibilities. Interns must be able to identify, analyze, and solve both simple and complex computer problems.
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## Qualifications

### Information Technology Intern Qualifications

- Proven use of technology to add business value
- Adept at using Analytics technologies and tools for solving ad hoc business problems, innovating on potential future solutions, and working with technology to translate your innovations into robust, scaled, analytic solutions and significant insights
- Excellent written and verbal communication skills to influence others to take action
- Leadership in extra-curricular activities
- Possess strong thinking/problem-solving skills which can be applied to business processes with a "can-do" attitude • Proven capability to handle multiple priorities

### We are looking for interns in the following IT areas:

- Application & Integration – The largest IT area focuses on Strategy, development, implementation, maintenance and business applications. Roles include: Application Manager, IT Operations Manager, Solution Manager and Project Manager.
  - Infrastructure – Strategy, governance and management of the hardware, software platforms and networks needed to support the development, delivery and ongoing maintenance of our
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applications and information. Roles include: Systems, Network, and Data Center Governance and Management.

- Data & Analytics -Strategy of data and breaking it down into impactful results. Roles include: Data and Insights, Marketing Technology and Product Management, Data and Analytics

## INTERNSHIP AGREEMENT FORM FOR DEPLOYMENT PHASES

**Student Trainee Name** : School

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**Course** :

**Training Hours** :

I, AS AN INTERN OF MELHAM CONSTRUCTION CORPORATION, ANAFARA CORPORATION AND VISVIS CORPORATION AND GROUP OF COMPANIES AGREE TO FOLLOW THIS TRAINING PROGRAM AND I WILL THEREFORE PUT MY SIGNATURE AS EVIDENCE OF MY CONSENT TO THIS PROGRAM.

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SIGNATURE OVER PRINTED NAME OF INTERN

Approved By:



**MR. ROLDAN AURELIO**  
**CHAIRMAN**



**MR. BRYLLE E. ESTRADA**  
**PRESIDENT AND CEO - MELHAM**



**MS. JONALYN D. ESTRADA**  
**PRESIDENT CEO - ANAFARA**

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