



October 27, 2021

Kaylee Martynow
Creighton University

Dear Kaylee,

On behalf of SenecaGlobal, we are pleased to offer you the position of **Marketing Intern – remote**. The internship begins January 10, 2022, and extends through your second semester, with an end date to be determined as well as an option to continue through the summer of 2022.

You will report to me and focus on the projects outlined in the internship description, as well as the expanded areas we discussed that may include:

- Sales operation analytics
- Headcount needs forecasting based on deal flow
- Marketing campaign analytics
- Vertical market research projects

We will work together to design a schedule to accommodate your school schedule, holidays and vacations.

You will need to track hours worked each week, most likely 10 hours per week and not to exceed 15 hours without prior authorization and submit the timesheet to me. I also need you to complete a [1099 U.S. Tax form](#). Your hourly rate is \$18.00

You will use your own laptop and SenecaGlobal will provide access to software applications as needed to complete your projects. It's unlikely you will incur any business expenses, but SenecaGlobal will reimburse you on an actual basis if you do.

I'm excited to have you join the SenecaGlobal marketing team and help propel our rapid growth. I know we will do a lot of great work and learn from each other.

Sincerely,

Karen Lien Miller

Karen Lien Miller
Director of Marketing

If these terms are agreeable to you, please sign below to confirm your acceptance and return to me at karen.miller@senecaglobal.com.

A handwritten signature in blue ink, appearing to read "Kaylee Martynow", written over a horizontal line.

Kaylee Martynow

10/29/21

Date