

# INTERNSHIP SPOTLIGHT

## Sarah Marshall



**Graduation Semester & Year:** Spring 2020

**Semester & Year of Internship:** Spring 2019 – Summer 2019

**Major:** Management Accounting

**Minor:** n/a

**Hobbies:** Baking, crafting, & riding.

**Campus Activities:** Accounting and Business Club

**Future Plans/Career Goals:** To become a Certified Public Accountant.

**Hometown:** Clarksburg, PA

- **Internship (company/your title):**

Excelsa Health: Administrative Intern – Accounting Department

- **How did you find your internship?**

One of my professors in my major sent out an email to their students about the position.

- **What were your duties?**

- Calculating performance-based incentives for physicians
- Creating invoices and applying payments
- Creating and editing Excel spreadsheets
- Querying and uploading via Spreadsheet Designer from/to Cloudsuite Financials by Infor.

- **How many hours per week were you at your internship site?**

Spring 2019: 15 hours/week. Summer 2019: 32 hours/week

- **What did you enjoy most about your internship?**

I enjoyed the variety of the projects that I was given to work on. I was able to watch the projects I worked on go “full circle,” which contributed to my understanding of what I was working on. This allowed me to see more of the “big picture.”

- **What was the most difficult aspect of the internship?**

At first, I had difficulties with the terminology that was used because it is very industry specific (healthcare). Eventually, I adjusted to the terminology used, but I am still learning new things about healthcare every day I continue my internship.

Also, when I first started, I was nervous about the possibility of making mistakes. I learned that mistakes are fixable, they allow you to grow and learn, and that it does not do any good to beat yourself up over a mistake.

- **How did your experience at UPG and in the Accounting department prepare you for your internship?**

Since I had completed most of the core classes for my major, I had a firm foundation to stand on when I started my internship.

- **How has your internship prepared you for a career?**

I have been able to observe and participate in actions that impacted the company. During my time at my internship, the company upgraded to a new version of their accounting system. This came with lots of expected learning curves and technical difficulties. I created and edited Excel upload templates for the new system so that journal entries and invoices could be uploaded in a clean and efficient way.

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Companies upgrade to new systems as they feel necessary. I feel that this exposure makes me more prepared for large-scale projects, such as an accounting system upgrade, when I enter the workforce after graduation.

- **What recommendations do you have for other students about doing an internship?**

When you start your internship, it might be confusing and nerve-racking. When you let go of the anxiety and keep your eyes and ears open, you will start to enjoy what you are learning and it will enable you to become a sponge to all of the new information that you are exposed to. One day, it will eventually make sense and it will “click” and that moment will make all of the time of that you were uncertain, worth it. Some days, it will feel like you are treading water in the deep end and getting nowhere fast. Keep your head up because you will reach the shore.

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