INTERNSHIP SPOTLIGHT

Cassandra Colland

Graduation Year: 2020
Semester & Year of Internship: Summer 2018
Major: Management - Accounting
Hobbies: Skiing, Biking, Travelling, Baking
Hometown: Scottsdale, PA
Campus Activities: Accounting & Business Club, Ski Club
Future Plans/Career Goals: Graduate with 150 credits and become a CPA

• Internship (company/your title):
Hamill Manufacturing, Accounting Intern

• How did you find your internship?
I heard about it from the Pitt-Greensburg Career Services Office.

• What were your duties?
  o Created a process flow map that outlined our current and future state in accounts payable that reduced waste to convert the process from paper to an electronic document management system.
  o Verified and entered accounts payable transactions to reconcile with inventory list; Assured accurate prices and quantity.
  o Entered data into ERP system and analyzed reports generated by the ERP system.
  o Controlled, entered, and verified labor entry that is audited by the Defense Department.
  o Collaborated with other departments to assure job costing accuracy on time cards.

• How many hours per week were you at your internship site?
I worked 40 hours a week Monday – Friday.

• What did you enjoy most about your internship?
I really enjoyed the projects I completed and learning about accounts payable and the payroll process. My coworkers and supervisor were great, they taught me so much about accounting and the manufacturing business.

• What was the most difficult aspect of the internship?
I know it is cheesy, but I was really sad leaving Hamill on my last day. I grew close to my coworkers and genuinely loved going to work every day.

• How did your experience at UPG and in the Accounting Department prepare you for your internship?
My accounting classes introduced me to many topics at my internship like accounts payable and payroll entries. The excel class I took also prepared me because I used a lot of functions and pivot tables in my projects.

• How has your internship prepared you for a career?
This internship taught me critical thinking and analyzing skills that helped me come up with solutions to problems through the little projects I did besides from my daily duties of entering labor and invoice entries.
What recommendations do you have for other students about doing an internship?

I definitely recommend it. My summer internship gave me real-world accounting experience that you can’t necessarily learn in the classroom. I am very grateful for such a wonderful internship at Hamill.

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