

INTERNSHIP SPOTLIGHT

Jared Hoffman

Graduation Year: 2020

Semester & Year of Internship: Summer 2018

Major: Communication

Minor: Undecided

Hobbies: Skiing and Traveling

Campus Activities: Pitt Pal, Presidential Ambassador, Academic Village

Future Plans/Career Goals: I would like to work as a communication professional for a corporation or university.



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

PITT OHIO Training and Development Intern

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

Through the University of Pittsburgh job posting system, Handshake

- **What were your duties?**

My task this summer was to develop training programs for PITT OHIO's Vehicle Maintenance Department. My focus was primarily on new hire training. For this training I wrote a curriculum, syllabus, new power point, and training manual. I also wrote several other training documents for our current mechanics. Each week I would participate in training with front of the line employees and get to directly interact with them. I also was a part of a large group project with sixteen other interns that examined problems in PITT OHIO's less than truck load shipping process and helped provide potential solutions for problems.

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

40 Hours

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

The people I think were the best part. I worked with some of the best individuals, they helped me so much. They not only taught me about my department and the transportation industry, they taught me how to be a better professional. I learned to be understanding of others because our employees came first. My people skills improved ten-fold, and I really liked that my co-workers were willing to help me with that.

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

The group project. Working with sixteen other people is challenging enough but I also worked at a different site than most of the interns which made it more difficult to communicate with them about the project.

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

Pitt Greensburg's Communication major has taught me to write well. With this internship I had to do a lot of professional writing, and many techniques I learned in my classes were used in my experience. I think every class I have had a Pitt Greensburg has helped me in my experience because I did a lot of different tasks that required many skills.

- **Has your internship prepared you for a career?**

Yes, but I will continue to do internships till I graduate. They are so important and will help you has an individual ten-fold. I have already done two and both have been excellent.

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

Arrive early and stay late. Don't just go for the 8 hours then go home, often when you do extra tasks you learn more. Take the time to talk to your coworkers even ones who are very different from you, their knowledge is very valuable. Always say please and thank you, they go a far way. Be as professional as possible, if your manager likes you, you may have a shot at a future position.

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