

GYWNYX' bXi glf]U#Cf[Ub]nU]cbU'DgnW c`c[m-bHYfbg]]dg'

bHYfbg]]d'	FYgdcbg]V']HYg'	DUJX# bdUJX'
Sherwin Williams	Organize files Send out invoices Answer emails	Paid
Center for Advanced Mental Health Practices	Conduct interviews Organize and lead team of interns Set up debates for local high schools Fundraise for scholarships	Unpaid
Cuyahoga County Board of Developmental Disabilities	Recruit businesses for local hiring events Advocate for people with disabilities Plan and run the hiring events Update social media	Paid TBD
Junior Achievement	Maintain and Update donation tracking excel sheet for online auction Make phone calls to possible new donors	Unpaid
Automation Plastics Incorporated	Create weekly/monthly newsletters Keep up with employee attendance and behavior forms Generate performance reviews for all employees	Paid
Cohen & Company	Screen candidate applications Coordinate interviews Create personal files Keep track of employee bonus info	Paid
Parker Hannifin	Recruiting at career fairs Resume handling and processing Communication with grant recipients Support employee engagement initiative	Paid
Lutheran Metropolitan Ministry	Research and develop a supervisor training curriculum	Unpaid
Arnoff and Associates	Drafting and posting job postings for interns Research potential candidates via LinkedIn Screening resumes and cover letters for positions Attend networking events with company president	Unpaid
Rock'n Roll Hall of Fame	Assist with department priorities	Unpaid