

## Summer of Learning, Working, and Interning

This was a summer chock full of learning, but mostly discovering for myself what it means to be an adult. In March, I found out I would be interning at the University Of Texas School Of Law, Special Events division. I readily welcomed this opportunity, because I knew it would be a resume building experience and also the internship would take place in Austin, Texas (a city that every young person must live in for a little bit).

It was never a dull day at my internship, Mondays almost never had events so they were designated paperwork days. On these days, I would make event sheets for future events, file them in the proper event folders, send in food distribution forms for the events with food that needed approval (this is just in case anyone gets sick from the food), prepared voucher invoices, calculated cost per person for specific events, carried the completed ones to the accounting department, spoke to caterers about payments, and regularly took a full inventory of the kitchen and the supplies for upcoming proceedings. On Tuesdays, we always had a “Tuesday Treat Day.” This is due in part to the construction happening around the law school that displaced nearly everyone out of their offices. This was the Dean of the Law School’s way to try to thank everyone for their patience. Normally these events featured things like cookies or sandwiches, and one day was hosted by the famous “Amy’s Ice Creams,” a famous Austin delicacy. On these days, I assisted with the setting-up of tables, greeted the caterers, and I made sure to help them if they needed any assistance. These tasks were very similar to what I did on Wednesdays for the

Faculty Lunches. I never knew what to expect on Thursdays and Fridays because random events would always be scheduled on those days.

In the office setting, I developed skills like attention to detail. In emails that are sent to a supervisor, one typo can and often does make all the difference. This extended to all parts of my internship. When preparing vouchers for caterers, if I mistyped an account number, then another division would quite literally pay for my mistake. Therefore, triple checking my work was critical. I also learned to be precise in my language when speaking in person and communicating via email, most supervisors want workers to get straight to the point. Finally, I found out that I understand requests that are written down. Sometimes I was told to do several things at once, because my boss had to leave for a meeting or was about to have a meeting in the office. If I wrote down what I needed to do, I was less inclined to forget things and could now check off what I needed to do. So if my boss did not directly write things down for me, I would make my own list. I think my sticky notes grew a tad excessive, but they worked.

I also learned what it meant to dress like a professional working adult. In the summer time, the environment is mostly casual- I saw a several professors wearing shorts and even sweats. Funnily enough, since I wore a nice blouse and jeans with no holes, many people who work in the UT Law school thought I was a new hire or a secretary, and were often surprised when I told them I was an only an intern for the summer.

When I had completed my daily duties, Rachel, my internship coordinator, had a to-do list for me. This ranged from preparing student workers' timesheets, creating a spreadsheet of

when student workers could work, and various things around the office that needed attending to. During my last few weeks of my internship, Rachel asked me to check the pricing of the drinks compared to those stipulated on their contract with a vendor. The Special Events Department normally provides drinks to the law school events at cost, they do not try to gain a profit, but they are also not trying to lose money either. I compared the most recent invoices to the prices written on the contract. I ended up discovering they were overcharging us per case of sodas by .10 cents. That does not seem like very much at all, but Special Events charges per unit. Earlier my department was charging .41 cents per soda consumed, compare that to actual cost of .44 cents, those cents begin to add up to dollars quickly. Say a group consumed 50 sodas at an event, when Special Events charges them on the old pricing scale, the amount would be, \$20.50, as opposed to the price it should be, \$22.00. From one event, Special Events is losing a dollar fifty, when they do not have to. During the school year, Special Events provides sodas to five events per day. From there I changed our internal invoice binder to accurately reflect the true pricing.

Overall, I feel like this internship was a great learning experience. Not only did I garner a real feel for what I one day might be doing, I also got a small taste of being an adult- and I have to say I do not think I was a fan. Rent, grocery shopping, cooking, cleaning, dealing with roommates, working a second job, living in a strange city where I did not know anyone, having car issues, and everything else that comes with being an adult got to me. I am glad that I will not be on my own for a little while longer. So I fully plan on enjoying the rest of my time at college before becoming a dreaded adult figure.

In addition to my internship, I worked as a seasonal employee at Nordstrom. Both these jobs confirmed what I have known for a while now, that I belong in the business world dealing specifically in the fashion sector. My internship taught me how to become detail oriented and how to fill out important paperwork like vouchers. I also learned how to present myself as a professional in the workforce. Within Special Events, I know that I gained valuable work experience that I will carry with me for many years to come.