



Community Internship Collaboration Business Proposal
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Organization name	Attack Research LLC
Mentor/Contact name	Tadeusz Raven
Address	30 Bonnie View Dr.
Phone number	505-659-1399
E-mail address	traven@attackresearch.com
Organization website	www.attackresearch.com
Describe your organization	Security Consulting and research
Internship title	Accounting/Finance Intern
Specific days/hours (if applicable)	M-F 8-5
What will the student learn from the internship?	Process improvement, documentation, project management, accounting and tax implications and procedures.
What does your business need that a student intern can impact?	We have a terrible system for managing and documenting petty cash expenditures. We must write off and pay taxes on the missing money.
What project(s) will the intern work on?	Review the current petty cash process, develop, document and implement a new and improved system.
What skills are required for this internship?	Good research skills, ability to work independently, Good interview skills, ability to take verbal instructions and convert to good written documentation. Quickbooks experience a huge plus.
What final deliverables will the student produce?	A well-documented and implemented petty cash procedure.
How would you describe the primary purpose of this project? (Select one)	<input type="checkbox"/> Computer Science/IT <input type="checkbox"/> Science (Biology, Chemistry, Environmental) <input type="checkbox"/> Marketing/Communications <input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Accounting/Finance <input type="checkbox"/> Other
If "Other", please specify	Click here to enter text.
Any additional information you would like to share?	Click here to enter text.