



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	Business Intern
Specific days/hours (if applicable)	M-F 8-5
What will the student learn from the internship?	Process improvement, documentation, and project management
What does your business need that a student intern can impact?	We have disparate systems and locations for documentation on onboarding and off boarding employees, a documented system would enable employees to transition more quickly.
What project(s) will the intern work on?	Review the current employee on boarding and offboarding documentation and employee handbook. Update with more current information and detailed instructions.
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.
What final deliverables will the student produce?	A well-documented on board and offboard 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 checked="" type="checkbox"/> Marketing/Communications <input checked="" type="checkbox"/> Project Management <input 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.