



Community Internship Collaboration Business Proposal
Spring, 2020

Organization name	Daphne Weir, Inc.
Mentor/Contact name	Daphne Weir
Address	991 Central Avenue, Los Alamos
Phone number	505-661-9052
E-mail address	daphne@daphneweir.com
Organization website	Daphneweir.com
Describe your organization	Accounting & Tax Services
Internship title	Accounting Office Intern
Specific days/hours (if applicable)	MWF afternoons
What will the student learn from the internship?	Office management, accounting data entry
What does your business need that a student intern can impact?	A friendly face at the front desk, additional help with data entry
What project(s) will the intern work on?	Data entry; filing; basic accounting structure and procedures
What skills are required for this internship?	Great customer service; great work ethic; punctuality and dependability; strong computer skills
What final deliverables will the student produce?	Come away with the knowledge of systems and procedures in an accounting office
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 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.