

INTERNSHIP SPOTLIGHT

Sarah Marshall



Graduation Semester & Year: April 2020

Semester & Year of Internship: Spring 2020

Major: Management: Accounting

Minor: Healthcare Management (completed internship for this minor)

Hobbies: Crocheting and horseback riding

Campus Activities: Accounting & Business Club member & Into the Streets Projects

Future Plans/Career Goals: I plan to become a CPA!

Hometown:

Clarksburg, PA

- **Internship (company/your title):**
Administrative Intern at Excelsa Health in the Finance Department
- **How did you find your internship?**
I found my internship through my accounting professor. I was also recommended by a senior peer who was finishing an internship at Excelsa.
- **What were your duties?**
I work on any project my supervisor or coworkers give me. The COVID-19 pandemic impacted my internship; however, I have learned a lot from the changed circumstances. I am thankful that I was allowed to take my work laptop home to continue my internship from home. This has allowed me to work on projects related to COVID-19.
- **How many hours per week were you at your internship site?**
About 16 hours per week.
- **What did you enjoy most about your internship?**
I enjoy the variety of projects I got to work on. Some days I work on provider compensation, and other days I work on journal entries, and everything in between.
My coworkers are supportive – they know that I would have questions because they still have questions that they ask each other. We all learn all the time as new things pop up.
- **What was the most difficult aspect of the internship?**
I would say the most difficult aspect about my internship was the transition to working from home. I am currently set up at my brother's house in one of the bedrooms, with my almost 2-year-old nephew running around. Surprisingly, listening to a toddler going through "terrible two's" is the least of my worries, I can tune out the laughing and screaming. Most of all, I miss seeing my coworkers and getting to interact with them by asking my questions in person. For now, I get to email them, but I also know that they are only a phone call away if I need them.
- **How did your experience at UPG and in the Healthcare Management department prepare you for your internship?**
My experience was different than what most of my peers have experienced or will experience. I decided to add a minor in Healthcare Management at the end of Fall 2019. Therefore, I took all of my HCM classes the same semester as my HCM internship. However, I have been interning at Excelsa since January 2019 (to date: 1 year and 4 months). My internship has given me unique experiences that provided a different perspective on the topics covered in the HCM courses.

(cont.)

- **How has your internship prepared you for a career?**

My internship has allowed me to apply what I have learned in the courses I've taken to real situations.

- **What recommendations do you have for other students about doing an internship?**

Find internship opportunities and take one. You don't have to stay at an internship as long as I have, but it is also insightful to intern for an extended period of time because you can start working on complex projects.

- SRM** *By checking this box (or initialing next to it) and emailing this document to the campus Internship Coordinator, I give permission to University of Pittsburgh Greensburg to utilize this document along with the photo provided in media publications such as the UPG website, campus bulletin boards, and additional media outlets.*

