

# INTERNSHIP SPOTLIGHT

## Melissa Paravate



**Graduation Semester & Year:** Spring 2021

**Semester & Year of Internship:** Spring 2020

**Major:** Management

**Minor:** Spanish

**Hometown:** Greensburg, PA

**Campus Activities:** Community Assistant, PittPAL Tour Guide, Student Government Senate President, Spanish Club Treasurer, Habitat for Humanity & Phi Eta Sigma

**Future Plans/Career Goals:** Project or Supply Chain Management

- **Internship (company/your title):**

City of Greensburg, Student Planner

- **How did you find your internship?**

Career Services

- **What were your duties?**

Assisted the City of Greensburg Planning Director and Executive Director of Greensburg Community Development Corporation with preliminary stages of bringing a hotel into downtown Greensburg, including attending meetings with various city and community stakeholders. Wrote grant extension letter, reviewed previous findings including a feasibility study and requests for proposal, and created supplemental material for Hotel Team and future interns to utilize.

- **How many hours per week were you at your internship site?**

Approximately 10 hours per week.

- **What did you enjoy most about your internship?**

I really enjoyed networking with everyone on our Hotel Team. Many of the members of our team are leaders in the greater Greensburg community, so I learned a lot from the expertise that they shared throughout this process.

- **What was the most difficult aspect of the internship?**

Communication is key in any and every situation, whether you are working in the office or completing hours remotely. The hardest part of the internship for me was the lack of structure and lapses in communication.

- **How did your experience at UPG and in the Management department prepare you for your internship?**

Since starting at Pitt-Greensburg, I have held many different leadership positions and worked with a variety of people, which helped build up the interpersonal skills that I used daily at my internship.

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

Ask your site supervisor about what a day “on the job” looks like to try to get the full picture of what you will be doing and what your site supervisor’s expectations are.

*(MP) 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.*

