**Job duties from internships for which we were not able to offer credit:**

**Insurance Broker Intern**

Supports company goals to become the financial services provider of choice and ensure financial security for members by building relationships when assisting members with life and health product requests.

Receives and fulfills member service requests for life, annuity and health policy changes through various member contact channels.

Applies foundational member servicing techniques.

Asks questions to discover key information in order to understand and document relevant member needs.

Supports enterprise business goals through the achievement of individual referral and product acquisition goals.

**Radiation Detection Company**

Talks with customers by phone and email, registers or updates information in online account management service.

Fills out contract forms, determines charges for service requested, prepares change of address records and completes cancellation orders.

Supports sale of new or additional services.

Collects and records customer feedback.

Assists the receiving and production departments when needed in order to ensure consistent workflow within departments and aid in quicker processing of customer materials.

Other administrative duties as assigned..

**Accounting Intern**

Processes purchase card activity including analyzing purchase justifications and checking expenditure approvals.

Allocates expenses to appropriate accounts. Compares expenses against account descriptions for reasonableness.

Assigns object codes. Checks object code description validity.

Processes corrections for accounting errors.
Financial Services Intern

Increase knowledge of insurance and financial services industry.

Network and build a client base.

Shadow financial representatives on client appointments.

Perform financial needs analysis.

Analyze client risk tolerance.

Research products and ideas for client proposals.