

# INTERNSHIP SPOTLIGHT

## Cassandra Colland



**Graduation Year:** 2020

**Semester & Year of Internship:** Summer 2018

**Major:** Management - Accounting

**Hobbies:** Skiing, Biking, Travelling, Baking

**Hometown:** Scottsdale, PA

**Campus Activities:** Accounting & Business Club, Ski Club

**Future Plans/Career Goals:** Graduate with 150 credits and become a CPA

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

Hamill Manufacturing, Accounting Intern

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

I heard about it from the Pitt-Greensburg Career Services Office.

- **What were your duties?**

- Created a process flow map that outlined our current and future state in accounts payable that reduced waste to convert the process from paper to an electronic document management system.
- Verified and entered accounts payable transactions to reconcile with inventory list; Assured accurate prices and quantity.
- Entered data into ERP system and analyzed reports generated by the ERP system.
- Controlled, entered, and verified labor entry that is audited by the Defense Department.
- Collaborated with other departments to assure job costing accuracy on time cards.

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

I worked 40 hours a week Monday – Friday.

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

I really enjoyed the projects I completed and learning about accounts payable and the payroll process. My coworkers and supervisor were great, they taught me so much about accounting and the manufacturing business.

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

I know it is cheesy, but I was really sad leaving Hamill on my last day. I grew close to my coworkers and genuinely loved going to work every day.

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

My accounting classes introduced me to many topics at my internship like accounts payable and payroll entries. The excel class I took also prepared me because I used a lot of functions and pivot tables in my projects.

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

This internship taught me critical thinking and analyzing skills that helped me come up with solutions to problems through the little projects I did besides from my daily duties of entering labor and invoice entries.

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

I definitely recommend it. My summer internship gave me real-world accounting experience that you can't necessarily learn in the classroom. I am very grateful for such a wonderful internship at Hamill.

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