



## *ProFRESHional Creations LLC*

*We're looking for virtual interns excited about working with a winning tech and promotional graphic design agency.*

### *Internship Description*

The goal of this internship is for ProFRESHional Creations Technology & Design Group to discover dependable individuals to join our team. Interns will help decrease our overall turnaround time for projects, complete small task, research, learn our company processes and share feedback. In exchange interns may possibly be exposed to the following: new tech design and promotional skills, on-line tools and processes for operating digital businesses and agencies, extensive training, access to exclusive beneficial content, pre-qualify for possible recruitment with ProFRESHional Creations and other opportunities outside of our company.

### *Duties and Responsibilities*

- Design, troubleshoot and update sites, pages and graphics as trained
- Use creative abilities to find, create and distribute content as instructed
- Adhere to brand guidelines for content, suggested images and videos
- Receive feedback from creative team, make revisions and necessary changes
- Complete projects according to strict deadlines and notify creative team when stuck
- Collaborate with the creative team on a variety of online project and new concepts
- Perform analysis and research for preventive maintenance and development as instructed
- Online customer service relationship (CRM), intake and outreach

### *Requirements*

- Must have access to dependable desktop or laptop computer with stable internet connection
- Must have basic computer skills
- Must be willing to learn and work at a 110% level of quality
- Must have above average verbal and written communication skills
- Must be passionate for promotional, online business, graphic design and /or tech
- Must be eager to learn
- Must be present for weekly team meeting

### *Payment Terms*

Interns will be evaluated quarterly and receive a stipend after each evaluation.