



PARKER
DEWEY



Introducing Micro-Internships for Students and Recent Grads

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What is a Micro-Internship?

Short-term: Projects range from 10-40 hours in duration.

Paid: Each project has a fixed rate of pay and expected amount of time to complete.

Professional: Similar to those given to interns or new hires.

Comprehensive: All industries, all departments (sales, marketing, HR, finance, etc.), and can take place year-round.

WALL STREET
JOURNAL

Forbes



FAST
COMPANY



Sample Micro-Internships

Sales:

- Lead Generation
- Prospect Research
- CRM Cleansing

Human Resources:

- Updating Job Descriptions
- Candidate Sourcing
- Evaluating Best Practices

Marketing:

- Content Creation
- Social Media Content Calendar
- Market Research

Finance:

- Financial Analysis
- Financial Modeling
- Industry Analysis



Create a profile

Sign Up to Work on Micro-Internships

Gain Experience. Explore Careers. Make Connections. Get Paid.

First Name

Last Name

Email

Password

- One lowercase character
- One uppercase character
- One number
- One special character
- 8 Characters Minimum

CREATE MY ACCOUNT

Already have an account? [Sign in.](#)

This is what prospective employers can see, so take this seriously!

PROFILE EXPERIENCE EDUCATION RESUME/CV DOCUMENTS DEMOGRAPHICS

[Back to opportunities](#)

Welcome to Parker Dewey!

Filling out your profile will help future employers to get to know you. This information will show up in each application, so the more information you include here, the higher the chance you have of getting hired.

[Need help? Check out these videos to find out how your experience can help you launch your career.](#)

DISMISS

SKIP FOR NOW

Details

Cancel

First Name

Required

Last Name

Required

Upload Photo

94% of candidates with photos saw improvement in their hiring rates

Drag files here or click to browse.
Only *.jpg and *.png files will be accepted.

Email

bianca@parkerdewey.com

☐ Are you an international student?

Hometown

State

Select

SAVE

Add experience, education, and resume

PROFILEEXPERIENCEEDUCATIONRESUME/CVDOCUMENTSDEMOGRAPHICS

[< Back to opportunities](#)

Experience

Organization Name

Role

City

State

Select

First day

MM/DD/YYYY

Last day

MM/DD/YYYY

I am working on this now

Brief description of your role

140 characters or less

SAVE

[< Cancel](#)

PROFILEEXPERIENCEEDUCATIONRESUME/CVDOCUMENTSDEMOGRAPHICS

[< Back to opportunities](#)

Education

University

Start Date

MM/DD/YYYY

Graduation Date (or expected)

MM/DD/YYYY

Majors

+ ADD

Degree Received Or Pursuing

Select

GPA

(Optional)

SAVE

[< Cancel](#)

[Resume/CV >](#)

PROFILEEXPERIENCEEDUCATIONRESUME/CVDOCUMENTSDEMOGRAPHICS

[< Back to opportunities](#)

Resume/CV

Upload your Resume

78% of candidates with resumes saw improvements in their hiring rates (limit 1)

Drag files here or click to browse

Accepted file types: PDFs

[Documents >](#)

See available Micro-Internships and apply if interested

OPPORTUNITIES

APPLIED

HIRED

COMPLETED

MESSAGES

Favorites


Hidden

On-Site

Remote

State

Sort By: Create Date



Kid Coaching Curriculum | Austin, TX

BY: Braaten Woods, LLC

DEPARTMENT: New Venture (Department)


START DATE: 03/07/2020

Remote

Favorite

Hide

DETAILS



The Sweetest Girl: A Forbidden Love Story (Short Film) Project | Miami, FL

BY: R.D.J.A Media

DEPARTMENT: Film


START DATE: 04/24/2020

On-Site

Favorite

Hide

DETAILS



Client Onboarding Specialist | Chicago, IL

BY: Envoy Global

DEPARTMENT: Customer Relationship


START DATE: 03/16/2020

On-Site

Favorite

Hide

DETAILS



Sales Management Assistance | Wellesley, MA

BY: Renaissance Alliance

DEPARTMENT: Sales


START DATE: 03/09/2020

Remote

Favorite

Hide

DETAILS



Accounts Payable Reconciliation | Jersey City, NY

BY: Neumentum

DEPARTMENT: Accounting


START DATE: 03/16/2020

Remote

Favorite

Hide

DETAILS



Marketing Assistant | Chicago, IL

BY: Chicago Clinical Research Institute Inc.

DEPARTMENT: Medical Research


START DATE: 03/16/2020

On-Site

Favorite

Hide

DETAILS



Graphic Design Support | Chicago, IL

BY: University of Chicago

DEPARTMENT: Design


START DATE: 03/16/2020

Remote

Favorite

Hide

DETAILS



Lead Generation | Chicago, IL

BY: Savills

DEPARTMENT: Business Development

START DATE: 02/24/2020

Remote

Favorite

Hide

HIDE DETAILS

START DATE

02/24/2020

DUE DATE

03/20/2020

EST. HOURS

20

ON-SITE/REMOTE

Remote

PAYMENT

\$360.00

DESIRED SKILLS

Research

JOB DESCRIPTION

We would like you to identify 25 companies / contacts in a defined market that fall under our ideal customer profile (e.g. companies that recently received a venture capital investment, announced a new location or growth, etc.). Once identified, provide the company name and contact information for a director-level or above decision maker. Contact information should include: name, position, phone, and verified email. In addition, please include company size, local employee count, rationale for why it would be a good prospect, and other information that we will define. PLEASE ONLY APPLY IF YOU ARE IN THE NEW YORK, CHICAGO, DC, OR LOS ANGELES METROPOLITAN AREAS.

COMPANY DESCRIPTION

Savills is a global real estate services provider with a network of more than 35,000 people in over 600 offices across the Americas, Europe, Asia Pacific, Africa and the Middle East. A FTSE 250 company (LON: SVS) headquartered in London, Savills advises corporate, institutional and private clients who are seeking to acquire, lease, develop or realise the value of residential and commercial property in the world's key locations.


CONNECT ONLINE

in

tw

Share this opportunity

APPLY FOR THIS PROJECT



Marketing collateral | Santa Clara, CA

BY: Silicon Valley Bank

DEPARTMENT: Finance

To apply for this position, please answer the following questions

Why do you think you would be a good fit for this position?


Do you have any examples of your design work that we can review. If so, please provide a link or let us know if you uploaded them into your Parker Dewey profile.

SUBMIT APPLICATION

ABOUT THIS ROLE

We will provide a number of presentations and one-page "snapshots" associated with a variety of the banking services that we offer to our Venture Capital and Private Equity clients. Using that information, develop a single document (about 20 pages) that we can use to highlight all of these services as an introduction or leave-behind (versus a presentation) with one page for each of the services. This document should highlight each of these services in a consistent way tied to messaging and style, and convey the level of professionalism associated with SVB. To accomplish this, we expect you will (i) review all of the content we provide and our website; (ii) craft an example of the template that you will effectively convey the offering from which SVB can provide feedback; and (iii) populate the document with information on each of the services. In addition, it is expected that you will conduct a detailed review of the finished product to ensure there are no errors or inconsistencies.

The client's view




Baruch College

MAJORS: Finance
GRADUATION DATE: 03/05/2022

BACHELORS

DETAILS




The Ohio State University

MAJORS: Finance
GRADUATION DATE: 05/01/2021

BACHELORS

DETAILS




University of Central Florida

MAJORS: Business Administration, Finance
GRADUATION DATE: 05/01/2020

BACHELORS

DETAILS




University of Central Florida


MAJORS: Accounting
GRADUATION DATE: 05/15/2021

BACHELORS

DETAILS



DETAILS



University of Economics and Management, Prague

MAJORS: MBA
GRADUATION DATE: 12/31/2018

MASTERS

HIDE DETAILS

HIRED

No

LOCATION

Los Angeles, CA


INTERNATIONAL

Yes

AVAILABILITY

Full-time work

ON THE WEB



DOCUMENTS

[Resume](#)

HOBBIES

Reading, Baking, Activism

SKILLS

[QuickBooks](#)

WHY DO YOU THINK YOU WOULD BE A GOOD FIT FOR THIS POSITION?

I have 2+ years of experience working with invoice data. I also have the availability to take on this project as I'm not working full-time and will be pursuing my masters in the fall.

PLEASE DESCRIBE YOUR ACCOUNTING EXPERIENCE.

I have 1 year public accounting experience for a mid-size firm in San Francisco. I also worked for a modeling agency for 2 years. I handled all the day to day financial/accounting tasks. Please see my linkedin for more details.

WOULD YOU BE INTERESTED IN A PART-TIME ROLE REQUIRING 15-20 HOURS PER WEEK TO SUPPORT OUR ACCOUNTING AND FINANCE TEAM WHILE YOU ARE IN SCHOOL?

I would be very interested in a part-time role!

EDUCATION

University of Economics and Management, Prague2017 - 2018 - GPA: 3.6

Majored in MBA

Saint Mary's College of CAInvalid date - 2014 - GPA: 3.5

Majored in Accounting

EXPERIENCE

Photogenics2016 - 2017

Senior Accountant

APPROVE APPLICANT FOR THIS PROJECT

UNHIRE

COMPLETE

Have questions before you approve this candidate?

SEND THEM A MESSAGE!

Once selected:

How will I know what to do? You'll be connected with the company.

You can also:

- Reach out to faculty and staff
- Connect with alumni
- Use resources on our website

What if I need help? The Parker Dewey team is ready to assist you or the company as needed.

We'll send you kickoff materials: This includes:

- Contact info for the client
- Accounting forms so you can get paid
- Terms of use

When do I get paid? When the project is completed, you will be paid by Parker Dewey.



Suggestions for success

Do a GREAT job

1

- Getting a professional project 90% right is not an "A"
- Check, re-check, and check your work again (and ask someone else to check)
- This is real world - take the project seriously

Manage expectations

2

- Set milestones that you know you can achieve
- If issues arise, don't wait until last minute

Communicate effectively

3

- Use professional language
- Ask questions, however think about them first - show you did the work

Focus on the "why"

4

- Understand the purpose of the project from the client's perspective
- Ensure you know what is expected upon completion



Feedback from the client upon completion

Leave Feedback for Kimberly Scott

	OVERALL SATISFACTION	TIMELINESS	COMMUNICATION	QUALITY / ACCURACY	PRESENTATION	SKILL LEVEL
Expect more from an intern or new hire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As expected for an intern or new hire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Impressive for a career launcher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Executed like an industry veteran	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Public - everyone can see this comment

Kimberly was an excellent resource for our project. I highly recommend her insights and quality of work.

Confidential to talent

Thank you! Great to work with you.

Confidential to Parker Dewey

Excellent experience. Kimberly drove the project forward and was excellent to work with.

FEEDBACK COMPLETE



After the project

1

Outline accomplishments

- Work product (e.g., created a market map of..., designed content for..., prepared an analysis on...)
- Outcomes (e.g., new articles on... leads resulting in..., social visits increased...)
- Indirect competencies (e.g., creativity, attention to detail, motivation, grit, etc.)

2

Update your resume and LinkedIn

- Independent consultant of Parker Dewey
- Describe the project without sharing confidential info
- Only mention company's name if given permission

3

Consider what you learned

- What did you like about the project, industry, company?
- What did you dislike?

4

Stay in touch with the company, apply to other projects

- Continue to build the relationships
- Gain additional experience





Making Connections



PARKER DEWEY

Get started now!

Use the link provided by your
Career Services Office

Or go to:
www.parkerdewey.com

