



JOB SHADOWING AND INTERNSHIP OPPORTUNITIES

Construction

Consumer Construction, Inc.

Julia Mitchell
14841 Build America Drive
Woodbridge, VA 22191
(703) 491-0745

jmitchell@consumerconstruction.com

Description: Opportunity to see how small business is run, assist in administrative functions, attend sales appointments, review blueprint/estimating process, attend on-site job supervision and inspection.

Business Category: Small Business, Construction

Offering: Unpaid Internship, Job Shadowing

Education

The CollegePlace

Felice Rollins
9401 Centreville Rd. Ste. 200
Manassas, VA 20110
703-368-3729

manassasinfo@ecmcfoundation.org

Business Category: Education

Offering: Job shadowing, Internships

Entertainment/Recreation

Bull Run Cloggers, Inc.

Dale Fisher
P.O. Box 3237
Manassas, VA 20108
703-368-6264

rndfish@aol.com

Business Category: Entertainment

Positions: Marketing, website, stage work, music

Offering: Job shadowing & Internships

Harris Pavilion Rink Management Services

Anna Marie Morgan
9116 Center Street
Manassas, VA 20110
703-361-9800

Annamg5250@aol.com

Description: Operations Manager – Equipment maintenance, day-to-day safeguarding procedures, facility management, various administrative and supervisory activities.

Business Category: Recreation

Offering: Paid Internship

Finance

Heltzel-SYNERGY ONE Mortgage Co.

Rob Heltzel

9393 Forestwood Lane

Manassas, VA 20110

703-368-9248

rheltzel@synergyonefs.org

Position: Financial, Administrative

Business Category: Financial

Offering: Job shadowing only available

Hendershot-Burkhardt-Reed, Certified Public Accountants

Richard Hendershot

7525 Presidential Lane

Manassas, VA 20109

703-361-1592

rick@hbrcpas.com

Position: Financial, administrative

Business Category: Financial

Offering: Job shadowing & Internships

SYNERGY ONE Federal Credit Union

Linda D. Rodriguez

8700 Centreville Road

Manassas, VA 20110-8411

703-393-4053

lrodriquez@synergyonefcu.org

Business Category: Finance

Offering: Job shadowing & Internships

Health Care

Home Instead Senior Care

Kendra Kielbasa

9100 Church St., Ste 107

Manassas, VA 20110

703-530-1360 x101

kendra.kielbasa@homeinstead.com

Description: This position is responsible for assisting the Director of a Community Outreach program that delivers holiday gifts to needy seniors. Responsibilities will include coordinating volunteers, soliciting donations from businesses, maintaining a spreadsheet that tracks gifts and recipients, coordinating with multiple area businesses, and various other duties as assigned. The right candidate will have excellent organizational skills and a desire to positively impact the community. May offer two internships – September/December.

12/9/2009

Business Category: Health
Offering: Unpaid Internship

Hospitality

Courtyard by Marriott

Bill Quinn
10701 Battleview Pkwy
Manassas VA 20109-2347
703-335-1300
cy.mnzch.gm@marriott.com
Position: Front Desk
Business Category: Hotel
Offering: Job shadowing & Internships

Human Resources

Raven Services Corp.

Helen Azzano
9626 Center St., Ste. 200
Manassas, VA 20110
703-368-8611, Ext. 10
helen.azzano@ravenservices.com
Position: Human Resources, Administrative
Business Category: Facilities Management
Offering: Job shadowing & Internships

Insurance

Farmers Insurance - Sutton Insurance Agency, Inc.

Jan Sutton
10682-A Crestwood Drive
Manassas, VA 20110
703-369-4127
jansutton@aol.com
Description: Learn how to prepare insurance policy proposal, education of policyholders, and claim/accident reviews.
Business Category: Insurance
Offering: Unpaid Internship, Job Shadowing

Geico/Stinson Insurance

Dave Stinson Sr.
14694 Lee Highway
Gainesville, VA 20155
703-754-3555
dstinson@geico.com
Description: Opportunity for all aspects of business – sales, marketing, advertising, management.
Business Category: Insurance/Finance
Offering: Paid Internship or Class Credit for Students

Nonprofit

Prince William Clean Community Council

Brenda Evans
4370 Ridgewood Center Drive, #B
Prince William, VA 22192
703-792-6272
bevans@pwcleancouncil.org
Position: Littering/graffiti issues
Business Category: Community involvement
Offering: Job shadowing & Internships

Project Mend-A-House

Andrea Saccoccia
7987 Ashton Ave., Suite 231
Manassas, VA 20109
703-792-7663
asaccoccia@pwcgov.org
Description: Marketing, fundraising, public relations, volunteer and client record assistance, etc.
Business Category: Nonprofit
Offering: Unpaid Internship

SERVE, Inc.

Carol Lofter-Thun
10056 Dean Dr.
Manassas, VA 20110
703-367-6722
carol@serveinc.org
Position: Retail/Case Mgmt
Business Category: Nonprofit
Offering: Job shadowing & Internships

Real Estate

Flannery Property Management LLC

Jean Flannery
9418 Olde Town Ct.
Manassas, VA 20110
703-330-3433
jf@flannerypm.com
Description: Opportunity to learn what a property manager does. Will learn a variety of aspects on how to manage an HOA or Condominium Association.
Business Category: Real Estate – HOA Management
Offering: Job shadowing & Unpaid Internship

Web Design/Graphics

Rocket Communications, LLC

James Cabrera
15004 Slippery Elm Ct.

Woodbridge, VA 22193
703-346-7451

james@rocketsite.us

Description: Experience hands-on creative work depending on work/projects available. This can consist of any of the following: web design, graphics design (brochures, logos), onsite photography, video editing, and writing for the web. May also shadow on client meetings, networking, and day-to-day operations. Our office has three dogs so must like dogs.

Business Category: Web Design, Graphic Design, Writing, Marketing, Photography, Illustration, Video Editing

Offering: Job shadowing & Unpaid Internship