



Entrepreneur Intern

Description

Fast paced startup company looking for an Entrepreneurial Intern. The company is in its infancy and expanding rapidly. This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of data analytics, customer service, sales marketing and product development. The student filling this position will handle a wide range of important duties. This position is designed to be a taste of startup life.

The internship is approximately 30 hours per week starting in early May and ending in late August. The internship is designed to be a 3 credit course equivalent. Alternate hours may be discussed depending on the applicant. Work hours are a combination of in person meetings and individual work.

Responsibilities

- Assist with the development and writing of provisional patents
- Collect and analyze website usage data
- Create and present reports on customer behavior
- Keyword analysis as it relates to SEO
- Manage and execute SEO related strategies
- Design and/or implement new website pages
- Assist with the execution of trade shows
- Work with the finance team on yearly forecasting efforts
- Data entry
- Analyze sales data
- Assist with the distribution or delivery of sales materials
- Contribute to marketing campaign design project in various ways
- Attracts potential customers by answering product and service questions; suggesting information about other products and services
- Prepare presentations
- Perform analysis of marketing and sales data
- Seek and analyze competitor marketing and sales materials both on and offline
- Maintains customer records by updating account information
- Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution
- Recommends potential products or services to management by collecting customer information and analyzing customer needs
- Prepares product or service reports by collecting and analyzing customer information
- Contributes to team effort by accomplishing related results as needed

Requirements

Applicants should be 3rd or 4th year Business, Finance, Economics or IST majors with proficiency in Microsoft Office applications. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position. Graphic arts/Photoshop experience appreciated but not required.

Interested candidates should contact Drew Lang at Andrew.Lang@OmegaNotes.com for more information.

Omega Notes

315 S Allen St. Suite 317
State College, PA 16801
814-706-2884