

Statement from Intern's supervisor:

Melissa was a great asset to Itasca Economic Development Corporation during the months that she was with us. As a non-profit economic development company, our work is varied and every day brings something new. Melissa was eager to do whatever we asked her to do.

Following are some of the projects she worked on:

Teen Enterprise – Melissa visited all area high schools and gave a presentation on the Teen Enterprise Camp scheduled for Summer 2015. She presented to business and economics classes.

Lender Event – Melissa developed an invitation and list of local bankers to invite to an event hosted by IEDC. She coordinated the email invitation and attendee list, as well as the venue for the event.

Profit Mastery – Melissa helped coordinate the attendee list and distribution of the marketing materials for the Profit Mastery class

Social Media – Melissa was tasked with researching, scheduling and posting on IEDC's Facebook page

Broadband Initiative – Melissa developed a list of local businesses that would be candidates for IEDC's Broadband Initiative. She phoned or personally visited the businesses to explain to them the various aspects of the Initiative, including technology assessments, Social Media Breakfasts and Social Media training classes.

Annual Report – Melissa contacted four businesses that would be featured in IEDC's annual report. She obtained photos and quotes from these businesses and then wrote a short article on each one.

Business Assistance Letter – After a local company filed bankruptcy, IEDC wrote a letter to the vendors affected by the filing; Melissa researched the vendors and cataloged them in a spreadsheet. She prepared a mail merge document and printed off labels, copied the letters and stuffed them in envelopes, addressed them with the labels and mailed them to the businesses.

Teri Heikkila/Shannon Benolken

IEDC Intern Supervisors

Statement from Intern:

In my internship with Itasca Economic Development Corporation (IEDC), I learned many things that will be useful for me as I pursue a career in the business world. Through the tasks that I carried out, I strengthened my presentation and communication skills, and I gained more experience working with computer programs like Excel. I learned the importance of networking in a business setting. I learned more about what goes into opening and running a small business. I also learned many things regarding event planning and the marketing of events. Working with IEDC was a very educational experience for me, and I am very grateful for the knowledge that I gained through this internship.

Melissa Flatley