

Internship	Type	Tasks worked on	Date	Schedule	Hour count	Sum of hours
Haus Incubator	Hybrid	Training, logged into all the company's accounts, learned about the project and my tasks, uploaded catalogues to Shopify	September 6th	10 am - 6 pm	8	8
Haus Incubator	In person	Showroom set up: build racks, organize clothing by brands, steam clothing, organize collections	September 8th	10 am - 7 pm	9	17
Haus Incubator	In person	Assisted appointments with clients by passing the notes to personalized PDFs, showroom opening night: helped organize the room for the event, helped at the door, networked	September 9th	12 pm - 9 pm	9	25
Haus Incubator	In person	Assisted with appointments and passed the client's notes on PDFs, sent PR emails internationally to bring clients to the showroom	September 14th	9:30 am - 4 pm	6.5	31.5
Haus Incubator	In person	Organized the merchandise after appointments, posted stories for the Instagram, helped with PR emails to promote the showroom	September 15th	10 am - 4 pm	6	37.5
Haus Incubator	In person	Assisted in the influencer event, helped with cleaning at the end	September 17th	5 pm - 8:30 pm	3.5	41
Haus Incubator	In person	Assisted in the event, helped take content of the event	September 20th	3 pm - 10:30 pm	7.5	48.5
Haus Incubator	In person	Assisted in appointments, worked on PR emails, started to pack up the showroom	September 21st	10 am - 6 pm	8	56.5
Haus Incubator	In person	Last day: helped clean the space of the showroom, packed everything to send it to Paris	September 22th	9:30 am - 4:30 pm	7	63.5
				Karina Trofimova's signature		Date

Karina Trofimova **Signed by:** *Karina Trofimova* 12/3/2024  
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