

Internship Time Sheet

Student Name: Emily Garcia **Supervisor Signature:**
Class Name: BUF 4900 Internship Course
Internship Days: Tuesdays & Wednesdays
Supervisor: Sunny Cho
Title: Product Manager
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DATES	TIME IN	TIME OUT	HOURS	OBJECTIVES COMPLETED
17-Jan	10:00 AM	6:00 PM	8:00	Had swatches with labels (SKUs:color, item #, sizes, dates/season) with pins in them had to match correct swatch to sheet item + # and then pin the tag on left under arm/left side facing me. Did that for 7/8/9. Then I steamed the clothes that were wrinkly, mainly cotton fabrics. We took two racks to the showroom. 3 racks originally but put into 2. Hung them up in showroom with nicer hangers. Brought racks back, Labeled the next two batches of swatches SKUs, Quick errand to FedEx to drop off a package and brought back receipt. Went through boxes to hang clothing from 7/8/9
18-Jan	10:00 AM	6:00 PM	8:00	Continued the SKUs, adding tags, changing pins, hanging clothes
25-Jan	10:00 AM	6:00 PM	8:00	Inventory counting store and online. Quality check, Sending off shipment, Excel: packing list, invoice, P.O. pdf from company receiving product
31-Jan	11:20 AM	6:00 PM	6:40	Worked on proofreading and editing invoices, P.O., and packing list
Feb 1	10:15 AM	6:00 PM	7:45	Continued working on proofreading and editing invoices, P.O., and packing list in excel
7-Feb	10:30 AM	6:00 PM	7:30	Dropped off purchased orders to fedex, organized receipts, made boxes for future shipments
8-Feb	10:15 AM	6:00 PM	7:45	Dropped off purchased orders to fedex, created email drafts for future spring shipments 2/28-3/15
15-Feb	10:00 AM	6:00 PM	8:00	Dropped off purchased orders to FEDEX & UPS, inventory sorting, and created email drafts for 2/28 shipment production
Mar 1	10:15 AM	6:15 PM	8:00	Learned how to pack purchased orders, dropped off purchased orders for shipping, inventory management
8-Mar	10:30 AM	6:00 PM	7:30	Inventory management for 1st and 2nd deliveries spring deliveries. (1/30-2/15, 2/28-3/15) - shipment dates
15-Mar	11:15 AM	6:00 PM	6:45	Inventory management, dropped off purchase orders for shipping
22-Mar	10:20 AM	6:00 PM	7:40	Inventory management, dropped off purchase orders for shipping, picked up dropped styles from the showroom
Total			91:35	