

# INTERNSHIP PROGRAM FALL I 2022

## OVERVIEW

### 1. NANOV's Statement

- i** NANOV DISPLAY INC. is a systems integrator and digital signage hardware solution provider. NANOV's mission is to provide safe, technology oriented, environmentally responsible digital signage hardware for transit and construction industries, and to sustain and enhance the transportation & construction infrastructure for the economic vitality and quality of the urban commercial life.

### 2. Internship Statement

- i** An internship is to temporarily work for NANOV DISPLAY INC. in a field related to your career aspirations and earn college credits at the same time. As you intern for the company, you will get real-world experience of how things work in an office environment. Also, you get an idea of what job role you would like to choose when you join a job at a company.

### 3. Duration of Internship

- i** Internship Duration: From September 05, 2022, to November 18, 2022. The daily work hours are from 8:30am to 12noon and from 1:00pm to 4:30pm from Monday to Friday. The office is closed following holidays – New Year's Day, 4<sup>th</sup> of July, Thanksgiving Day, Friday after Thanksgiving Day, and Christmas day.

The intern orientation of Fall 2022: August 31, 2022 from 10AM – 12:00Noon

### 4. Internship Location

- i** Brooklyn R&D Center: 141 Flushing Ave Suite 705. Brooklyn, New York 11205  
Miami, Florida: 31 SE 5<sup>th</sup> Street Suite CU204, Brickell, Florida 33131

### 5. Intern to Hire Available Positions

- i** Brooklyn R&D Center: Manufacturing Technician, Compliance, Tech Support, Logistics, System Integrator.  
Brickell Office: Business Administrator, Accounting, Marketing

### 6. Application and Eligibility

- i** All applicants must forward a cover letter, resume and hours availability to the contact person. The NANOV assigned staff member will respond to questions about internship programs.

Knowledge of computers, proficiency in Microsoft Suite (Excel, Power Point, Adobe and Word), clear and concise communication skills, time management, ability to multitask, ability to work well with others.

U.S Citizen or legally authorized to work and travel in U.S.

## 7. Practical Training Area

- i** • Hands on experience with assembly, commissioning, website updating, provisioning
- Practical training of technical documentation (Specifications, Manuals, Reports), RFP responses
- Practical training of logistics - QuickBooks, Inventory Data Entry, Packaging (freight crating), distribution
- Practical training of workplace management – Safety, sanitation, organization
- Real business email and telephone communication – Tech Support, Research and development, Project, Subcontractor

## 8. Intern Responsibility

- i** • E-mail Communication with businesses: Start to Finish
- Write and upload of reports of daily intern reports, specification, meeting summary, manuals
- Perform research to assist in project management
- Perform miscellaneous tasks as assigned by the supervisor
- Cleaning, maintaining, organizing, and sanitizing of the workplace

## 9. Preferred Skills and Experiences

- i** • Photoshop, Graphic Work, CAD, Solid Works
- Raspberry PI programming, Data Entry
- Excel Macro, Squarespace, Quickbook

## 10. Compensation

- i** Five weeks: Stipends \$10.00 per shift for Course Credit program.  
Severn weeks: \$17.00 per hour with W-9.

## 11. Hold Disciplinary Meeting

- i** The company will hold a meeting when intern
  - Making other employees feel unsafe
  - Damaging major equipment and take company properties out of office
  - Acting publicly in a way that could severely damage the company's reputation
  - Illegal actions while at work
  - Coming to work drunk or impaired
  - Taking an action that could affect company business' license, accreditation, or other key credential
  - Plagiarizing work or otherwise engaging in dishonest behavior

The company terminate employee/intern relationship for following reason: Incompetence, being insubordinate, Poor attendance, Bullying, Theft or criminal behavior Sexual harassment, Tardiness and Creating an unsafe environment.

## INTERN CANDIDATE REVIEWED DOCUMENT.

Intern Candidate name  
and signature: \_\_\_\_\_