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Date	Time In	Time Out	Total weekly hours	Activity Description
09/01/2022	9:00 AM	2:00 PM	5hrs	First day of internship: Greetings, introduced myself to coworkers and interns. Described my relevant experience, ability to contribution, and uniqueness. Learned about the office tasks and responsibilities. Made my schedule and planned my taks for the week.
09/05/2022	9:00 AM	2:00 PM		Attended working group staff meeting and discussed about creating and designig fall displays. Plaanned some display ideas on our own as a coworkers and interns.
09/06/2022	9:00 AM	2:00 PM		As a team we followed up to date with emerging fashion trends as well as general trends relating to fabrics, colours and shapes.
09/07/2022	9:00 AM	2:00 PM		Premium style has a its design team in Turkey. My supervisor introduced them to me and told me a little about their job and partnership. She trained me on how to work and communicate with them
09/08/2022	9:00 AM	2:00 PM	20 hrs	I was still on top of my tasks that I was working on this week. Such as researching about fashion trend and communicating with the coworkers to come up a unique fall indoor displays.
09/12/2022	9:00 AM	2:00 PM		Practised collaborating with the design team as well as the customers in different ways such as through email, phone or social media. Answered couple store phone calls.
09/13/2022	9:00 AM	2:00 PM		I did collaborating with the design team to develop ideas for new products based on research data.
09/14/2022	9:00 AM	2:00 PM		My supervisor introduced me to their social media platform and trained me for the daily activities on social media, such as checking them everyday, replying to customers in a timely manner, and seeling products through social media.
09/15/2022	9:00 AM	2:00 PM	20hrs	First thing I did was to check the social media to see if we have any requests from the customers. Trained myself for the rest of the day on the task that I was working on for this week.
09/19/2022	9:00 AM	2:00 PM		Communicated with clients on social media platforms. Sold some clothings to customers on instagram.
09/20/2022	9:00 AM	2:00 PM		Me and another intern posted a reel about the premium style store on her instagram and made a video to advertize the clothings in the store.
09/21/2022	9:00 AM	2:00 PM		I was on top of my daily social media task. Helped some customers in the store
09/22/2022	9:00 AM	2:00 PM	20 hrs	Referred my friends and family the premium store and its amazing clothings. shared its social media platforms and made my friends and family follow premium style on both instagram and facebook.
09/28/2022	9:00 AM	3:00 PM		Cleaning & Organizing day. As a team we decided to clean and organize the store to have a better look.
09/29/2022	9:00 AM	2:00 PM	11hrs	There were no post of the new display on social media so I created images for social media posts.
10/03/2022	9:00 AM	3:00 PM		Updated social media platforms and wrote a copy for posts. Responded to customers on social media.
10/04/2022	9:00 AM	3:00 PM		We had a lot packages coming from turkey. My supervisor trained me on how to receive and send packages internationally.
10/05/2022	9:00 AM	2:00 PM		As team we all opened up the packages and splitted the boxes to put in stock and organize.
10/06/2022	9:00 AM	2:00 PM	22hrs	Organization continued...
10/10/2022	9:00 AM	3:00 PM		My supervisor doen's celebrate halloween but she asked if we want to decorate outside of the store in a way that won't show the theme of halloween but fall decoration. So as a team we had a meeding and planning what will be doing for the outdoor decoration
10/11/2022	9:00 AM	3:00 PM		As a team we went to a store to purchase some supplies for outdoor decoration.

Khurshed Kurbanov