



WEEKLY WRITING JOURNAL: Week of October 29th to November 5th, 2018

During the eight week of my internship my supervisor hired another office employee. We needed another person for the office to work with the QuickBooks accounting program and help out with the office tasks and duties. During this week my supervisor asked me to help our new employees understand how our company operates and what we do each day. First, she told me to verbally explain the tasks to the new employee and then walk them through the emails and programs we use. The following day she asked me to write down everyday tasks that are done in the office on daily basis. I typed the document in the Microsoft Word program and I gave it to my supervisor for her approval, once she read it through she asked me to give it to the new employee and also print it and put it together inside of the Office Task Book.

By the end of the week, we received a signed proposal for a big project that was estimated few weeks ago. My supervisor was happy to see the proposal, but we were short on employees to work on that project. The client requested the cleaning to be done the following week. This was a very stressful experience; the lack of employees was causing the company to possibly lose profit. During the end of that week, my supervisor asked me to create a job advertisement and share in among different job platforms. Thankfully, a good chunk of people responded and came for interviews. Few of them were hired. My supervisor asked me to create a word document with instructions that will help new employees understand how we work and what has to be done and in what order. After I finished the document, my supervisor approved,

and she had me send this document as a PDF file to all of new employees, so they could come to the new project that was requested earlier. I had to work quickly and efficiently in order to succeed and ensure Deep Clean gains new employees not to lose profit.