



WEEKLY WRITING JOURNAL: Week of October 1st to 7th, 2018

During the third week of my internship I had to focus on creating a manual on how to create inventories for SIRVA relocation company. SIRVA is a company that Deep Clean Maid Service works with. This company provides Deep Clean with apartments that we have to service weekly for the guests that stay there, and when they move out we have to complete a “turn clean” for which we have to conduct an inventory of all items in the apartment. This ensures that items weren’t damaged or missing for the next guest that will be moving in. The inventories then have to be sent to SIRVA representative along with the pictures of the cleaned apartment. If items were missing from the inventory Deep Clean has to deliver those items or replace them.

My supervisor asked me to create a word document with images that will give steps by steps on how to access the SRIVA folder, how to create the inventory in the excel spread sheet, how to save the pictures, and how to send the email with content to the SIRVA representative. As I previously wrote instructions and manuals, I was excited to show my supervisor my skills which I learned from my professional and technical courses that I previously took. Once I completed the task I was given, I had to show it to my supervisor for her approval. This task took me about a week to complete as my supervisor kept asking me to change things the way she likes them to be changed. This to me was a little frustrating as I was really trying hard to make the document look well. At the end of the day, I just had to go on with her last word. I learned that this was important to adjust to the supervisors needs and I did.