



WEEKLY WRITING JOURNAL: Week of October 22nd to 28th, 2018

The seventh week of my internship consisted of continuation of my previous works with blue prints. In the beginning of the week, I wrapped out my calculation of square footage and apartments and I input all of that information to the Microsoft Excel spread sheet. I made a separate spread sheet for total of apartments on each floor and the count of bedroom numbers in each one of these apartments. The second spread sheet contained the number of square footages of each apartment. Next, I sat down with my supervisor and we started to plug in the work hours needed for each apartment based on the size of this apartment. Together, we created another spread sheet for the hour count of each apartment. After that my supervisor asked me to get started with the proposal for this building.

I was happy that I will finally do another task that will not require a lot of calculation. My supervisor told me to read through the contract that was send from the buildings contractor and to see what they would like from our company. Moreover, I had to incorporate this information in to our proposal with additional content such as breakdown of prices and our own rules. Once I read through the proposal I started typing everything down including the content from the contract given from the contractor. During that time, I also had to put together a schedule for the Deep Clean employees and communicate with customers through phone to confirm their appointments. I had to leave the internship a little later than y regular as my supervisor asked me to finish the proposal on the same day. I had to work quickly and efficiently in order to

deliver a well done and put together proposal piece. At the end, she was satisfied with what I provided her with and she added the prices and numbers to it. Lastly, she asked me to mail the proposal with the quote to the contractor the next day. This was a long week for me, but I felt very accomplished. I was glad that I took previous courses that helped me learn how to write proposals, so I did not experience any difficulties when my supervisor asked me to write her the proposal.