



WEEKLY WRITING JOURNAL: Week of September 24th to 30th, 2018

The third week of my internship consisted of running a few estimates and creating proposals. During those estimates I had to do a walkthrough of a client's post-construction apartment, this required me to take pictures of each room and take notes about what needs to be done as far as the cleaning. After a few estimates I had to return to the office, download all of the pictures to the computer and based on those pictures and my notes I had to create a proposal. Creating the proposals for the clients was not a hard task, the breakdown that I had to create on the excel program was more complicated. The main reason to why the breakdown was more complicated was because it required a close attention to hours needed for a job and also approval of my supervisor.

Usually, all clients wanted their proposal to be created and send to them the same day of the estimate, but this unfortunately never happened or happened but rarely. The main reason why these proposals were not being send the same day was due to my supervisors' unavailability at times. Without my supervisors' approval of the quote and the proposal I couldn't send it to the potential client. This was frustrating to me, as I had to keep on explaining myself to the potential client every time they called to find out what is going on with their quoted proposal. During that week I had to hold and keep the estimated client's proposals for approximately three days. On Friday that week, I finally saw my supervisor at the office and she approved of the proposals and I was finally able to send them. The same day they were approved by clients and signed so we

could go on with the job and put it on the schedule. This week was stressful because of this situation. I couldn't really say anything about this, as I knew my supervisor was really busy and she couldn't be at the office earlier, she likes to see all of the pictures and proposal and quote before it is send to the client, just to make sure I didn't make any mistake.