

Terrence Williams Internship Tracking Sheet				
Start Date: August 29th, 2022				
End Date: November 4th, 2022				
Fall 2022				
	Time In	Time Out	Total Hours	Breakdown of Hours
August 29th, 2022	10	6	8	Intro to company policies fabrics, materials, thread counts
August 30th, 2022	10	6	8	Intro to fabric folding for sales floor
September 2nd, 2022	10	6	8	Intro to customer service, answering emails, reviews, and phone calls
September 5th, 2022	11	6	7	Intro to description of merchandise sold i.e.; premium/luxury suits
September 6th, 2022	11	5	6	Intro styling tips (tie matching with suits, Types of collars for shirts)
September 7th, 2022	10	6	8	Intro to iPad software (how to design a suit)
September 9th, 2022	10	6	8	First styling of in-store mannequins
12-Sep-22	10	6	8	First full day on sales floor, designing and customizing suits.
September 13th, 2022	10	6	8	Feedback session (sales pitch, how to maximize items sold)
September 16th, 2022	10	6	8	Sales Floor, Designing and customizing suits
September 19th, 2022	12	7	7	Intro to measuring with measuring Tape (Primary Body Measurements)
20-Sep-22	12	7	7	Sales floor, Practicing/ shadowing body measurements of client
21-Sep-22	10	6	8	Intro to silhouettes: Madison Fit (Females)
23-Sep-22	11	6	7	Intro to silhouettes: Yaletown fit (Athletic Body types, Slim men)
26-Sep-22	10	6	8	Intro to silhouettes: Soho Fit (Females/ Very slim men)
27-Sep-22	12	7	7	Intro to silhouettes: Newbury (Universal)
30-Sep-22	12	7	7	Intro to Pinning: Proper fit determination
October 3rd, 2022	10	6	8	Intro to Pinning: How to taper and fit suit to client
October 4th, 2022	10	6	8	Sales Floor/ Intro to Pinning: cm vs Inches
October 7th, 2022	12	5	5	First day fully designing/customizing/ and measuring clients
October 10th, 2022	12	7	7	Sales floor/ Intro to closing out sales
October 11th, 2022	10	6	8	Intro to Alteration: basics, how to adjust a suit to customers liking
October 14th, 2022	10	6	8	Intro to Alteration: How to take in suit jacket fabric on iPad
October 17th, 2022	11	6	7	Intro to Alteration: How to take out suit pants fabric on iPad
October 18th, 2022	11	6	7	Intro to Alteration: How to take in/out shirt fabric on iPad
October 19th, 2022	11	7	8	Intro to specs: Number of orders, AOV, UPT, and Showroom performance
October 21st, 2022	11	7	8	Intro to specs: My personal specs, how to improve
October 24th, 2022	10	6	8	Sales Floor, Designing and customizing suits
October 25th, 2022	10	6	8	Sales Floor, Designing and customizing suits
October 28th, 2022	12	5	5	Sales Floor, Designing/ customizing suits/ closing sales
October 31st, 2022	12	5	5	Sales Floor, Designing/ customizing suits/ closing sales
November 1st, 2022	11	7	8	Feedback session: Showroom manager review of my personal performance
November 2nd, 2022	11	7	8	Sales Floor, Designing/ customizing suits/ closing sales
November 4th, 2022	10	6	8	Sales Floor/ Final Review session: Total sales, AOV, UPT, assets I brought to company

