

Date	Time in	Time out	Total Hours	Activities
<u>1/30/2023</u>	12:15pm- 1:00 pm	12:45 pm 4:00 pm	30 min 3hours 3 hr 30min	<ul style="list-style-type: none"> • Onboarding call learned about the ripple match platform • came up with strategies to promote the platform to college students • discussed what skills we will learn • posted in group chat • 1:1 interaction with students through text and helped them sign up
<u>2/1/2023</u>	10: 26am	3:00 pm	5 hours	<ul style="list-style-type: none"> • Posted in class chat and explained the benefits of the ripple match platform • Helped students sign up
<u>2/2/2023</u>	11 am	2 pm	3 hours	<ul style="list-style-type: none"> • Mass email about the ripple match platform through Blackboard

				<ul style="list-style-type: none"> Helps students sign up to the platform
<u>2/3/2023</u>	9am	12 pm	3 hours	<ul style="list-style-type: none"> Posted on linked in to spread awareness of the ripple match platform Encourage students to sign up through group chat
<u>2/5/2023</u>	8pm	10pm	2 hours	<ul style="list-style-type: none"> Expanded the reach of the ripple match platform by talking to college students
<u>2/6/ 2023</u>	12:15pm 1pm 9pm	12:45pm 2 pm 11pm	3hr 30m	<ul style="list-style-type: none"> Checked in with program manager Went over new strategies such as targeting clubs and organizations Did outreach through black board/Canva and text to reach out to family and friends that were in college to spread awareness about the ripple match platform

<u>2/8/2023</u>	10:00 am	1:00pm	3 hours	<ul style="list-style-type: none"> • Posted a poll on Instagram stories • Conversated with students about the platform
<u>2/9/2023</u>	11am	2pm	3hr	<ul style="list-style-type: none"> • Made a status post on linked to engage college students
<u>2/10/2023</u>	11:00 am	3:00pm	4 hours	<ul style="list-style-type: none"> • Reached out through email to professors and students about the ripple match platform
<u>2/11/2023</u>	11:30 am	12:30 pm	1 hour	<ul style="list-style-type: none"> • Mass email to previous courses about the ripple match platform
<u>2/13/2023</u>	11 am	1pm	2 hours	<ul style="list-style-type: none"> • Student outreach through group chat
<u>2/14/2023</u>	9:45 am	4:45 pm	7 hrs	<ul style="list-style-type: none"> • Student outreach through Instagram, text messages & snapchat

<u>2/15/2023</u>	4:30pm 10:00 pm	6:30 pm 11:00 pm	3 hours	<ul style="list-style-type: none"> • Outreach through text messages to previous co workers • Emailed professor to share platform with students
2/16/2023				
<u>2/17/2023</u>	12:00 pm	2:00pm	2hr	<p>Sent a follow up email to professors to share the platform with students</p> <p>Sent emails to students through blackboard</p>
2/18/2023				
<u>2/19/2023</u>	5pm	10pm	5hr	<ul style="list-style-type: none"> • Student outreach through Instagram and text message to encourage sign up
<u>2/20/2023</u>	12:15pm 1pm	12:45pm 3pm	2hr 30 min	<ul style="list-style-type: none"> • Check in with program manager • Went over strategies • Sent emails to professors • Sent over post call text to review ideas
<u>2/21/2023</u>	12pm	5 pm	5hr	<ul style="list-style-type: none"> • Blast on social media and created a poll • Engaged with respondents

<u>2/22/2023</u>	10am	3pm	5 hr	<ul style="list-style-type: none"> • Followed up with 3 students that did not activate through text message • Created Instagram poll
<u>2/23/2023</u>	10:00 am	3:00pm	5hrs	<ul style="list-style-type: none"> • Posted in group chat • created a status on linked in • Talked with students about the ripple match platform
<u>2/24/2023</u>				
<u>2/25/2023</u>	11:00 am	2pm	3 hours	<ul style="list-style-type: none"> • Created an Instagram story and engaged with students
<u>2/26/2023</u>	8:30 am	12:00pm	4hr 30m	<ul style="list-style-type: none"> • Created a snap post to engage students • Talked to students about the platform
<u>3/1/2023</u>	5:00 pm	8pm	3hr	<ul style="list-style-type: none"> • Posted in group chat to see who was looking for an internship
<u>3/2/2023</u>	6:30pm	7:30 pm	1 hour	<ul style="list-style-type: none"> • Talked during my internship class about the ripple match platform • Sent my link to the group chat to explain more about the

<u>3/3/2023</u>	6:00 pm	6:30pm	30 m	<p>platform and encourage sign up</p> <ul style="list-style-type: none"> • Followed up with professional development advisor to share my link with students
<u>3/6/2023</u>	12:15 1:00pm	12:45pm 5:00pm	30 m 4hr 4hr 30m	<ul style="list-style-type: none"> • Checked in with program manager • Professional development workshop • Discussed what strategies went well and what did not new strategies and goals • Posted on linked in • Talked with individual students
<u>3/7/2023</u>	1:00pm	6:00 pm	5hr	<ul style="list-style-type: none"> • Created a LinkedIn post and optimized the linked in search strategy to find prospects • Mass emailed to student with improved approaches • Connect and direct messaged students on linked in

<u>3/8/2023</u>	1pm	3pm	2hr	<ul style="list-style-type: none"> • Search for clubs and groups using the linked in search strategy
<u>3/9/2023</u>	10 am	2pm	4hr	<ul style="list-style-type: none"> • Messaged students through group chat / personal numbers to encourage an activated sign up
<u>3/10/2023</u>	12pm	4pm	4hr	<ul style="list-style-type: none"> • Connect with advisors to share the ripple match platform with my link • Connected with students through group chats
<u>3/11/2023</u>	10am	3 pm	5hr	<ul style="list-style-type: none"> • Continued to blast on sites like linked in and Instagram
<u>3/12/2023</u>	12pm	5 pm	5hr	<ul style="list-style-type: none"> • Texted students on their personal accounts and numbers to encourage sign ups
<u>3/13/2023</u>	3pm	8pm	5 hr	<ul style="list-style-type: none"> • Continued to blast on LinkedIn and optimizing linked in search strategy • Connected with students about the platform

<u>3/14/2023</u>	1:00 pm	3:00 pm	2hr	<ul style="list-style-type: none"> Continued to post in class group chats to encourage sign up
<u>3/17/2023</u>	1:00 pm	7 pm	6hr	<ul style="list-style-type: none"> Created an Instagram poll and had 10 respondents, direct messaged individually
<u>3/18/2023</u>	12pm	6pm	6hrs	<ul style="list-style-type: none"> Followed up the conversation with the respondents to encourage sign up
<u>3/19/2023</u>	2pm	5pm	3hr	<ul style="list-style-type: none"> Followed up with respondents
<u>3/20/2023</u>	12:15	2:00 pm	2hr	<ul style="list-style-type: none"> Checked in with program manager Discussed strategies and goals Sent over post call text with everything discussed in call.
<u>3/23/2023</u>	1pm	4pm	3hr	<ul style="list-style-type: none"> Created and posted on linked on to engage those looking for jobs or internships

<u>3/24/2023</u>	10:30am	3pm	4hr 30m	<ul style="list-style-type: none"> • Conversed with students with a possibility of signing up to the platform.
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<u>3/27/2023</u>	11:00 am	3:00 pm	4hr	<ul style="list-style-type: none"> • Talked to students about the ripple match platform in the class group chat to encourage sign up.
<u>3/28/2023</u>	12:00 pm	5:00pm	5hr	<ul style="list-style-type: none"> • Created a LinkedIn post to spread internship opportunities and encourage student sign up. • Messaged 3 students.
<u>3/29/2023</u>	11:30 am	2:00 pm	2hr 30m	<ul style="list-style-type: none"> • Sent connection request to those who interacted with my post and direct messaged them.
<u>3/30/2023</u>	5:00 pm	8:00 pm	3hr	<ul style="list-style-type: none"> • Direct messaged prospects searching for internship using the linked in search strategy discussed in internship meeting.

<u>3/31/2023</u>	11:00 am	4:00 pm	5hr	<ul style="list-style-type: none"> Followed up with conversations from previous day to encourage activated sign ups.
<u>4/1/2023</u>	9:00 am	12:00 pm	3hr	<ul style="list-style-type: none"> Read through the intern handbook for ideas to promote ripple match platform Created linked in post Searched for prospects using the linked in strategy.
<u>4/3/2023</u>	12:15pm 2:00 pm	1:00 pm 3:00 pm	1hr 45m	<ul style="list-style-type: none"> Joined Internship call with internship manager to discuss old and new strategies. Searched for prospects using the linked strategy.
<u>4/5/2023</u>	10:00 am	3:00 pm	5hr	<ul style="list-style-type: none"> Discussing with my manager a new strategy to encourage engagement and activated sign ups. Looked at templates to create linked post for hiring jobs
				<ul style="list-style-type: none">

<u>4/6/2023</u>	8:00 am 5:00 pm	12:00 pm 7:00 pm	6hr	<ul style="list-style-type: none"> • Posted on linked in about the Ovative group job opportunities. • Sent connection request to students who engaged with my post. • Directed messaged individuals who engaged with my post.
<u>4/7/2023</u>	11:00 am	5:00pm	6hr	<ul style="list-style-type: none"> • Engaged with over 10 prospects to encourage ripple match sign up.
<u>4/8/2023</u>	12:00 pm	5:00 pm	5hr	<ul style="list-style-type: none"> • Followed up with students from the previous day to encourage sign up • Sent new connect request
<u>4/9/2023</u>	11:00 am	3:00 pm	4hr	<ul style="list-style-type: none"> • Messaged new connects and sent out links to students who had a ripple match account already.
<u>4/10/2023</u>	10:00 am	4:00 pm	6 hr	<ul style="list-style-type: none"> • Continued to engage with students from previous day to encourage ripple match platform.

<u>4/12/2023</u>	9:00 am	6:00pm	8hr	<ul style="list-style-type: none"> • Posted new job opportunity at Cargurus on linkedin. • Engaged with students that reacted to my post.
<u>4/13/2023</u>	2:00 pm	8:00 pm	6hr	<ul style="list-style-type: none"> • Engaged with students that liked or commented on my post and send out CarGuru link.
<u>4/14/2023</u>	10:00 am	2:00 pm	4hr	<ul style="list-style-type: none"> • Continued to engage with students that reacted to my linked in post and sent out CarGurus link.
<u>4/17/ 2023</u>	12:00 pm	4:00 pm	4hr	<ul style="list-style-type: none"> • Followed up with students that reacted to my post.
<u>4/18/2023</u>	3:00 pm	4:00 pm	1hr	<ul style="list-style-type: none"> • Joined called with manager to discuss strategies and brainstorm new ideas. New ideas included setting up a presentation and connect with professional development figure heads to encourage sign up.

				<ul style="list-style-type: none"> • Sent over post call update.
<u>4/19/2023</u>	3:00 pm	7:00 pm	4hr	<ul style="list-style-type: none"> • Discussed with manager how the new strategies have been working out. • Connected with students through a professional development call • Connected on Linked in and discussed internship opportunities
<u>4/20/2023</u>	10:00 am	12:00 pm	2hr	<ul style="list-style-type: none"> • Connected with students and figures heads at a professional development event at CityTech. • Connected on linked in with students.
<u>4/21/2023</u>	10:00 am	12:00 pm	2hr	<ul style="list-style-type: none"> • Messaged students in group chat still struggling to find internship
<u>4/23/2023</u>	5pm	8:00 pm	3hr	<ul style="list-style-type: none"> • Created a linked in post • Sent a connection request to individuals who engaged with my post.

<u>4/24/2023</u>	8:00 pm	11:00 pm	3hr	<ul style="list-style-type: none"> Received messages from students inquiring about internship.
<u>4/25/2023</u>	11:00 am	3:00 pm	4hr	<ul style="list-style-type: none"> Engaged with students that were inquiring about internship opportunities Sent out job links.
<u>4/26/2023</u>	12:00 pm	4:00 pm	4hr	<ul style="list-style-type: none"> Talked to students from class who haven't signed up to ripple match and tried to encourage sign up.
<u>4/27/2023</u>	9:00 am	12:00 pm	4hr	<ul style="list-style-type: none"> Talked to friends and friends of friends to gain insight on who needed a job or internships to encourage ripple match sign up.
<u>4/28/2023</u>	9:00 am	1:00 pm	4hr	<ul style="list-style-type: none"> Tried to create engaging Ripple Match post. Used linked in search strategy to find students looking for internship or job opportunity Made new connections.

<u>4/29/2023</u>	7:00 am	9:00 am	2hr	<ul style="list-style-type: none"> Talked to 1 student through WhatsApp inquiring about internship opportunities.
<u>4/30/2023</u>	9:00 am	11: 00am	2hr	<ul style="list-style-type: none"> Continued conversation with student and sent my job link.
<u>5/1/2023</u>	8:00 pm	10:00 pm	2hr	<ul style="list-style-type: none"> Helped a student sign up to the ripple match platform and answered concerns he had with the platform.
<u>5/2/2023</u>	3:00pm	3:10 pm	10 min	<ul style="list-style-type: none"> Internship wrap up.

Total hours: 255.55