

Employee name: Yancel Valladares
 Supervisor: Chih-lan Chang
 Number: +1 (929) 418-6699
 Title: Social Media
 Status: Internship

Supervisor: Alexis Detoma
 Number: (347) 370 -6915
 Title: Social Media
 Status: Internship

Date	Start Time	End Time	Total Hours	Activities
Nov. 29, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Introduction to NYES, the studio and employees • Assisted with front desk duties (answering calls, pick up and drop offs) • Packed embroidered bags with hairbrushes • Helped put up Christmas lights at the front desk
Nov. 30, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Edited video for social media (pleating) • Hung up more Christmas decorations at front desk and made a TikTok of it • Recorded videos of work being done on the machines
Dec. 1, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Recorded machine technique for Instagram story, post swatches on Pinterest • Recorded embroidery machines • Packed Brandon Maxwell Jeans • Wrote a blog for the website
Dec. 6, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Fashion news for Instagram story • Q&A for Instagram story • Sewing technique for Instagram story
Dec. 7, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • “We work in a fashion studio TikTok” • Social media posts

				<ul style="list-style-type: none"> • Pinterest swatches
Dec. 8, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Fashion news • Factory Friday • Technique • Blog • Answered phone calls at the front desk • Attend to pick ups and drop offs
Dec. 12, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Answered phone calls at the front desk • Attend to pick ups and drop offs • Fashion news • Technique • Machine series
Dec. 13, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Q&A story • Instagram post • Answered phone calls at the front desk • Attend to pick ups and drop offs
Dec. 14, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Repost day for Instagram • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs
Dec. 15, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Social media posts • Factory Friday • Thank you cards to clients • Errand to pick up scarves • Answered phone calls at the front desk • Attend to pick ups and drop offs
Dec. 19, 2023	9:00 am	5:30 pm	8 hours & 30 minutes	<ul style="list-style-type: none"> • Social media • Swatches for Pinterest • Sewing machine technique videos

				<ul style="list-style-type: none"> • Answered phone calls at the front desk • Attend to pick ups and drop offs
Dec. 20, 2023	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Q&A story • Answered phone calls at the front desk • Attend to pick ups and drop offs
Dec. 21, 2023	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Answered phone calls at the front desk • Attend to pick ups and drop offs • Christmas blog
Dec. 26, 2023	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Answered phone calls at the front desk • Attend to pick ups and drop offs
Dec. 28, 2023	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Instagram post • Answered phone calls at the front desk • Attend to pick ups and drop offs • Blog • TikToks
Jan. 2, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Instagram post • Answered phone calls at the front desk • Attend to pick ups and drop offs
Jan. 3, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Q&A story • Technique • Answered phone calls at the front desk

				<ul style="list-style-type: none"> • Attend to pick ups and drop offs
Jan. 4, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Technique • Fashion news • Repost day • Instagram post • Answered phone calls at the front desk • Attend to pick ups and drop offs
Jan. 5, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Factory Friday • Answered phone calls at the front desk • Attend to pick ups and drop offs
Jan, 9, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Answered phone calls at the front desk • Attend to pick ups and drop offs
Jan. 10, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Answered phone calls at the front desk • Attend to pick ups and drop offs • Q&A story
Jan. 11, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Answered phone calls at the front desk • Attend to pick ups and drop offs • Instagram post
Jan. 12, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Technique • Answered phone calls at the front desk • Attend to pick ups and drop offs

				<ul style="list-style-type: none"> • Film for Instagram intern reel
Jan. 22, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Answered phone calls at the front desk • Attend to pick ups and drop offs • Errand: pick up fabric from fabric store
Jan. 26, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • TikTok video • Answered phone calls at the front desk • Attend to pick ups and drop offs • Take videos of work being done on machines or around the studio
Jan. 29, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs
Feb. 2, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • TikTok video • Embroidery machine filming • Answered phone calls at the front desk • Attend to pick ups and drop offs • Studio aesthetic story for Instagram
Feb. 5, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs • Fixed the hangers for swatches
Feb. 9, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Embroidery machine filming • Answered phone calls at the front desk • Attend to pick ups and drop offs • Instagram post with color palette

				<ul style="list-style-type: none"> • Studio aesthetic story for Instagram • Harry Winston errand • TikTok video
Feb. 16, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Swatches for Pinterest • Anna Sui errand • Answered phone calls at the front desk • Attend to pick ups and drop offs • Studio aesthetic story for Instagram • Weaving project
Feb. 19, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Organize swatches in the swatch room • Answered phone calls at the front desk • Attend to pick ups and drop offs • Organize the shipping room
Feb. 28, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Embroidery machine filming • Answered phone calls at the front desk • Attend to pick ups and drop offs • Capture pictures of J. Crew job
Mar. 1, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Embroidery machine filming • Fashion news • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs • Errand to pick up headbands • TikTok video
Mar. 4, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Film jobs being done around the studio • TikTok video • Answered phone calls at the front desk

				<ul style="list-style-type: none"> • Attend to pick ups and drop offs • Create a poster for free custom debossing event
Mar. 6, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Post on Instagram story • Red trend mood board • Answered phone calls at the front desk • Attend to pick ups and drop offs • Film jobs being done around the studio
Mar. 8, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news • Film jobs being done around the studio • Answered phone calls at the front desk • Attend to pick ups and drop offs • Assist in picking out colors in threads • Swatches for Pinterest • Läderach errand
Mar. 11, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Embroidery machine filming • Answered phone calls at the front desk • Attend to pick ups and drop offs • Swatches for Pinterest
Mar. 13, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Mood boards for the Oscars on Canva • Answered phone calls at the front desk • Attend to pick ups and drop offs • Organize swatch room
Mar. 15, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Swatches for Pinterest • Studio aesthetic • Prepare St. Patrick's Day Instagram post • Answered phone calls at the front desk • Attend to pick ups and drop offs

				<ul style="list-style-type: none"> • Prepare blog post
Mar. 18, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs • Record jobs going on around the studio for future social media posts
Mar. 20, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs • Record jobs going on around the studio for future social media posts
Mar. 22, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> • Swatches for Pinterest • TikTok video • Studio aesthetic Instagram story • Answered phone calls at the front desk • Attend to pick ups and drop offs
Mar. 25, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs
Mar. 27, 2024	9:00 am	2:00 pm	5 hours	<ul style="list-style-type: none"> • Swatches for Pinterest • Upload weekly blog • Answered phone calls at the front desk • Attend to pick ups and drop offs
Mar. 29, 2024	9:00 am	3:30 pm	6 hours & 30 minutes	<ul style="list-style-type: none"> • Studio aesthetic Instagram story • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs

				<ul style="list-style-type: none"> • Fashion news for Instagram story
April 1, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs • Fashion news for Instagram story • Record jobs going on around the studio for future social media posts
April 3, 2024	9:00 am	1:30 pm	4 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion news for Instagram story • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs • Record jobs going on around the studio for future social media posts
April 5, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs • Record jobs going on around the studio for future social media posts
April 8, 2024	9:00 am	3:30 pm	6 hours & 30 minutes	<ul style="list-style-type: none"> • Monday vibe Instagram story • Answered phone calls at the front desk • Attend to pick ups and drop offs • Swatches for Pinterest • Fashion news for Instagram story • Trending TikTok video • Prepare for Swatch Room Series TikTok video

				<ul style="list-style-type: none"> Record jobs going on around the studio for future social media posts
April 10, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> Upload weekly blog Swatches for Pinterest Answered phone calls at the front desk Attend to pick ups and drop offs Record jobs going on around the studio for future social media posts
April 12, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> Studio aesthetic Instagram story Swatches for Pinterest Answered phone calls at the front desk Attend to pick ups and drop offs Record jobs going on around the studio for future social media posts
April 15, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> Answered phone calls at the front desk Attend to pick ups and drop offs Prepare for Swatch Room Series TikTok video Swatches for Pinterest Record jobs going on around the studio for future social media posts
April 19, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> Studio aesthetic Instagram story Swatches for Pinterest Answered phone calls at the front desk Attend to pick ups and drop offs Record jobs going on around the studio for future social media posts
April 22, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> Work on weekly blog

				<ul style="list-style-type: none"> • Answered phone calls at the front desk • Attend to pick ups and drop offs • Swatches for Pinterest • Fashion news for Instagram story • Record jobs going on around the studio for future social media posts
April 24, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> • Answered phone calls at the front desk • Attend to pick ups and drop offs • Swatches for Pinterest
April 26, 2024	9:00 am	3:00 pm	6 hours	<ul style="list-style-type: none"> • Studio aesthetic Instagram Story • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs
April 29, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Swatches for Pinterest • Record jobs going on in the studio • Answered phone calls at the front desk • Attend to pick ups and drop offs
May 1, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Swatches for Pinterest • Record jobs going on in the studio • Answered phone calls at the front desk • Attend to pick ups and drop offs
May 3, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Fashion News for Instagram Story • Swatches for Pinterest • Answered phone calls at the front desk • Attend to pick ups and drop offs
May 6, 2024	9:00 am	5:30 pm	8 hours and 30 minutes	<ul style="list-style-type: none"> • Prepare a Met Gal recap post for Instagram

				<ul style="list-style-type: none"> • Prepare Swatch Series tiktok video • Market research for competitors in PPE • Answered phone calls at the front desk • Attend to pick ups and drop offs
Hours as of March 15, 2024			331.5 hours	
Hours as of May 6, 2024			471 hours	

Employee signature: Yancel Valladares

Supervisor signature: Chih-lan Chang

Chang, Chih-lan

Date: March 15th, 2024

Employee signature: Yancel Valladares

Supervisor signature: *Alexis Detoma*

Date: May 7, 2024