

Common Project/Tasks for MTCHS Senior Internship Focus Areas

Foundation Skills

- Documentation of Processes
- Customer Service and Problem Solving
- File Management
- Presentations
- Data Collection and Manipulation
- Maintain Professionalism in Workplace
- Engage in Workplace Culture
- Create Tutorials, Training, and Manuals
- Inventory Management

<p><u>Graphic Designer</u> *Create promotional materials for print and digital media *Logo and icon design *Create and edit website graphics and layouts *Create web mockups *Social media marketing/advertising *Product design <i>Also includes all Web Designer tasks</i></p>	<p><u>Video Production Technician</u> *Pre-production for video projects *Shooting videos and photographs *Create animated videos *Post production for video projects *Recording and editing voice overs <i>Also includes all Web Designer and Graphic Designer tasks</i></p>
<p><u>Web Designer</u> *Maintain and update websites *Use CMS including Wordpress *Create website mockups *Front-end web development using HTML/CSS/Javascript *UX/UI design *SEO <i>Also includes all Graphic Designer tasks</i></p>	<p><u>Web Developer</u> *Front-end web development using HTML/CSS/Javascript *Back-end web development using server-side scripting, databases, and other sources *Maintain and update websites *Use CMS including Wordpress *UX/UI design *SEO</p>
<p><u>Software Developer</u> *Create software for computers and/or mobile devices *Test and maintain software developed in an object oriented language *Front-end web development using HTML/CSS/Javascript *Back-end web development using server-side scripting, databases, and other Sources</p>	

<p><u>Hardware and Software Technician</u></p> <ul style="list-style-type: none"> *Assemble, Disassemble, Troubleshoot, Test, and Repair Electronic Devices *Soldering to create functional PCB or cable assemblies *Crimp and build various wires, cables and assemblies *Assemble and Test Microcontrollers *Develop/Program Microcontroller Software *Create software for computers and/or mobile devices *Test and maintain software developed in an object oriented language *Design Circuits, Components and Software *Assemble and Manage 3D Printers *Transition/Update Mechanical Drawings from One Format to Another *Use CAD software for project design 	<p><u>IT Service and Device Repair</u></p> <ul style="list-style-type: none"> *Assemble, Disassemble, Troubleshoot, Test, and Repair Electronic Devices *Soldering to create functional PCB or cable assemblies *Provide Retail Customer Service for Computers and Electronic Devices to Internal and External Customers *Troubleshoot and Repair Mobile Devices and Computers *Crimp and build various wires, cables and assemblies *Assemble and Test Microcontrollers *Assemble and Manage 3D Printers
<p><u>Network Administrator & Cybersecurity</u></p> <ul style="list-style-type: none"> *Deploy websites and applications in the cloud *Use scripts and powershell to complete networking tasks *Troubleshoot and maintain personal computers and devices *Implement network and device security *Troubleshoot connectivity to LAN and Cloud *Client and server setup and troubleshooting *Printer setup and management *Provide customer service users and computers *Crimp and build patch cables *Active Directory management *Front-end web development using HTML/CSS/Javascript *Network and device security - physical and software- setting up firewalls and virus protection *Create and maintain a Windows network *Troubleshoot connectivity to LAN and Cloud with mobile and network devices *Use scripts to complete networking tasks *Install and maintain Operating Systems 	<p><u>Network Technician</u></p> <ul style="list-style-type: none"> *Provide customer service for computers and devices for internal and external customers *Crimp and build patch cables *Troubleshoot and maintain personal computers and devices *Implement network and device security - physical and software *Troubleshoot connectivity to LAN and Cloud *Client and server setup and troubleshooting *Printer setup and management *Inventory setup and control *Use proper documentation procedures *Use scripts to complete networking tasks