**Potential Intern Tasks/Projects**

- Database design, creation and management
- Designing brochures, distribution materials or newsletter
- Designing a logo or website layout
- Designing charts and graphs to be used in meetings and conferences
- Editing publications; Photography for a publication
- Analyzing sales data
- Writing press releases and other public relations materials
- Conducting scientific research
- Software development and testing
- Writing user manuals and directions
- Performing system maintenance
- Laboratory testing
- Developing a new product
- Providing technical support
- Assisting with the development of recruiting strategies
- Handling accounts payable/receivable
- Analyzing stock market trends
- Assist accountants during tax season
- Creation of presentations, memos or reports
- Creating a new marketing campaign
- Conducting market research