



"College Meets Corporate"

Senior Internship Profile Sheet



NAME: NICOLA GLEASON

MAJOR: TOURISM AND HOSPITALITY MANAGEMENT | SPANISH LANGUAGE MINOR

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LOCATION:

Agency	—	Harith Productions, Ltd.
City	—	Willow Grove
State	—	Pennsylvania

DIVISION:

Department	—	Meetings and Events
Position	—	Meeting Assistant

INTERNSHIP GOAL:

To learn to "think outside the box" in such a way that results in actionable ideas for large-scale and small-scale corporate and social events and learn to do so while effectively implementing practical tools like budgets, banquet event orders, and production schedules.

PRIMARY RESPONSIBILITIES:

1. Researching meeting locations, vendors and other pertinent meeting contacts and liaising with such contacts.
2. Supporting the grand opening of the Eco-Friendly Executive Retreat in the US Virgin Islands.
3. Developing a detailed plan of action from concept to execution for meetings, events, and incentive programs.