DHARNA PATEL

ASSIGNMENT 2

1. 2021 Summer Information Technology Intern

 British American Tabacco

**Full Job Description**

**Information & Digital Technology Intern**

Winston-Salem, NC

**Responsibilities:**

* Deliver creative and innovative IT and digital solutions
* Execute challenging assignments
* Collaborate with teams across the Information and Digital Technology function and outside of Information and Digital Technology
* Present your findings to our leadership team

**Requirements:**

* Relocation to Winston-Salem, NC
* Pursuing an undergraduate degree with complete coursework in Business Administration or Information Technology or Computer Science or Data Science or a related field

**Benefits**

* A competitive salary
* Coverage of summer housing costs
* Company-provided laptop
* Social engagements with the Summer Internship Class
* 401(k) with up to 6% company match
* Free, confidential, personal financial counseling service

**2)Technology Development Program Internship**

[AT&T](https://www.indeed.com/cmp/AT%26T?campaignid=mobvjcmp&from=mobviewjob&tk=1eic5pt7tu1kk800&fromjk=d12312c61d013170)

Middletown, NJ 07748

Internship

**Full Job Description**

**Technology Development Program Internship**

Around here, technology has the power to make the impossible possible. From software defined networks to 5G and revolutionary technologies, our team is pushing the limits of innovation. What’s it like to develop life-changing ideas?

Our Technology Development Program Internship is focused on transforming college students into skilled technology influencers. You’ll work on high-value projects and initiatives for a Fortune 10 company that shapes the future of everything from connectivity to entertainment. You’ll also be part of a strong network of mentors and learn alongside a group of highly motivated peers like yourself. It’s a collaborative environment full of opportunities designed to help you strengthen your capabilities and reach your fullest potential.

As a summer intern in our Technology Development Program Internship, you’ll spend 10-12 weeks working on challenging projects. You’ll also have the opportunity to apply for one of the following roles:

**Software Engineer**
As a software engineer, you’ll work autonomously in small agile teams to build out next-generation technology solutions for projects such as 5G, Open-Source Initiatives, Software Defined Networking, Microservices, Automation and Cloud solutions. You’ll interpret a description of a software feature from an end user's perspective, determine the best designed solution, code and method to test. You’ll also demo the user story solution for the software's product owner, gather their feedback and make any needed adjustments. You’ll participate in daily meetings to communicate their progress and impediments with their team as well as to divide up new user stories. If you’re passionate about coding, we’re the place to be! Our preferred languages include Java (derivatives), SQL (derivatives), Python, C, C++, Linux/Unix, Cloud Computing, HTML, Oracle and XML.

**Data Analyst**
As a data analyst, you’ll use your knowledge of artificial intelligence, machine learning and automation to breakdown business problems, analyze data and guide improvements. Your efforts will help influence customer satisfaction and generate millions in potential savings and revenue. Your solutions could influence everything from fleet optimization, customer equipment issues, energy efficiency and content analytics and marketing – often before the problem ever occurs. With ongoing skill development and collaboration with some of the brightest minds in the field, you’ll be poised to make your mark. This is your chance to gain experience and stand out. With your know-how and access to one of the largest data sets available, you’ll make an impact and develop meaningful data-driven insights to inspire continuous innovation.

**Network Engineer**
As a network engineer you will create and implement cutting-edge network solutions using data analytics, automation, and network virtualization and optimization for the purposes of completing the build out, improvement, and maintenance of AT&T's network. You will interpret a description of a network feature from an end user's perspective, and determine the best designed solution, implementation, and test. You’ll also demo their finished user story solution for the project's product owner, gather their feedback and make any needed adjustments. You’ll participate in daily meetings to communicate their progress and impediments with their team, as well as to divide up new user stories.

**Technical Business Manager**
As a technical business manager, you’ll guide our transformation and growth by leading technical projects, managing operations, creating process improvement and M&Ps (methods and procedures). In addition, you’ll assess solutions, manage vendor relationships, document software requirements or user stories, leading Scrum teams of developers or technician and manage small portfolios comprised of network elements, data stores or media. You’ll communicate with all levels of management and leadership and must be able to translate technical details into common terms as well as prepare oral, written and visual communications. You may also be responsible for preparing business cases, managing budgets and financials or acting as a liaison in multi-team settings.

**So, what qualifications are we looking for in a candidate?** We’re looking for someone of integrity with excellent interpersonal, oral and written communication skills and the ability to interface with all levels of internal and external leadership.

We value results-driven self-starters who can work effectively in multi-disciplinary environments throughout cross-functional teams.

 You’ll also need to be naturally curious about the many innovations being fostered at AT&T every day and be a lifelong learner.

**Key requirements:**

* Current student pursuing a four-year undergraduate or graduate degree in STEM (Science, Technology, Engineering, or Math). Inclusive of degrees meeting federal STEM classification codes.

Preferred qualifications:

* Rising senior pursuing a four-year undergraduate or graduate degree in STEM (Science, Technology, Engineering, or Math).

**3)2021 Exelon Summer Internship: Information Technology/Computer Science/Management Information Systems**

Exelon Corporation

Chicago, IL 60603

Temporary, Internship

**Full Job Description**

**Description**

Join the nation's leading competitive energy provider, with one of the largest electricity generation portfolios and retail customer bases in the country. You will be part of a family of companies that strives for the highest standards of power generation, competitive energy sales, and energy delivery. Our team of outstanding professionals is focused on performance, thought leadership, innovation, and the power of ideas that come from a diverse and inclusive workforce.

Exelon is a proud partner of the White House Equal Pay Pledge, continuing our commitment to identify and promote best pay practices ensuring fundamental fairness for all workers and to drive growth across all of our diverse businesses.

**Qualifications:**

Exelon is currently seeking highly motivated students for summer internships. Paid internships will last approximately 10 weeks between June and August 2021. Interns will work on projects designed to help them gain real-world, hands-on experience working independently under an assigned supervisor.

We are seeking students who meet the following criteria:

* Currently enrolled in Bachelor's or Master's program
* Minimum GPA: Cumulative 2.8/Major 3.0
* A track record of outstanding academic performance
* Eagerness to contribute in a team-oriented environment
* Ability to work creatively and analytically in a problem-solving environment
* Excellent leadership, communication (written and verbal) and interpersonal skills

**Majors include:**

* **Information Technology**
* **Computer Science**
* **Management Information Systems**

**4)Windows Admin Support**

[Workforce Opportunity Services](https://www.indeed.com/cmp/Workforce-Opportunity-Services?campaignid=mobvjcmp&from=mobviewjob&tk=1eic6f7c1r51c800&fromjk=e43f33bc89a4c89c)

Newark, NJ

Remote

$25 an hour

**Full Job Description**

**Program Overview:**
Workforce Opportunity Services (WOS) — the leading non-profit organization connecting military veterans with transformative career opportunities — in partnership with PSEG, is looking for emerging talent from the local NJ community and/or military Veterans who are seeking early career access into the technology field, specifically in Windows Admin Support. The program will give qualified individuals the opportunity to work at PSEG with the goal of converting to a direct PSEG employee upon initial consultancy period.

**Candidate Profile:**

* Recent college graduate with a Bachelor's degree in any of the following concentrations:
* Computer Science
* Information/Computer/Network Security
* Computer Engineering and/or
* a related technical discipline
* Outgoing personality
* Availability to work full-time
* Immediate start date
* Able to pass an extensive background (if selected)
* Military Veterans desired

**Requirements:**

* Experience with PowerShell
* Experience with Active Directory
* Experience servicing and supporting Windows Server 2016
* Knowledge of Installing/Configuring/Implementing the following:
* Domain Controllers
* DHCP Server Roles
* Domain Name System (DNS)
* Windows Servers in host and compute environments
* Storage solutions
* IP Address Management (IPAM)
* Network connectivity and remote access solutions
* Core and distributed network solutions
* Advanced network infrastructures
* Familiarity with LAN/WAN/VoIP technologies
* Excellent communication skills & professional demeanor
* Knowledge of security products and protocols

**Duration:**

* Full-Time (Normal Daytime Hours)
* On Call Nights & Weekends (Rotating)(Work from Home)

**Location:**

* Newark, NJ

# 5) IT Associate - Career Development Rotational Program

[B. Braun Medical Inc.](https://www.indeed.com/cmp/B.-Braun-Medical-Inc?campaignid=mobvjcmp&from=mobviewjob&tk=1eic7nsc8s7d9800&fromjk=5414725392ab5909)

Bethlehem, PA 18018

**Full Job Description**

**Overview**

**About B. Braun**

B. Braun Medical Inc., a leader in infusion therapy and pain management, develops, manufactures, and markets innovative medical products and services to the healthcare industry. Other key product areas include nutrition, pharmacy admixture and compounding, ostomy and wound care, and dialysis. The company is committed to eliminating preventable treatment errors and enhancing patient, clinician and environmental safety. B. Braun Medical is headquartered in Bethlehem, Pa., and is part of the B. Braun Group of Companies in the U.S., which includes B. Braun Interventional Systems, Aesculap® and CAPS®.

Globally, the B. Braun Group of Companies employs more than 61,000 employees in 64 countries. Guided by its Sharing Expertise® philosophy, B. Braun continuously exchanges knowledge with customers, partners and clinicians to address the critical issues of improving care and lowering costs. To learn more about B. Braun Medical, visit [www.BBraunUSA.com](http://www.BBraunUSA.com).

**Responsibilities**
**Position Summary:**

IT Associate rotational position will support IT Infrastructure team, application development team, Business Analysts, Project Managers and Team Leads in the evaluation of business needs and develop as well as support implementations of IT and business applications (IT Infrastructure, Enterprise Applications – on premise and cloud). Responsibilities will include support for the evaluation of business processes, system configuration, development, testing, writing application technical specifications / documentation and development of training materials for IT and business applications.

**Responsibilities: Essential Duties**

* Engage in professional development throughout the rotational program, including training and education with a focus on application development, business analysis and IT infrastructure.
* Gain exposure to management and learn as well as support key business objectives and company values.
* Proactively identify opportunities for business process improvement, leveraging technology to implement solutions and streamline processes.
* Support IT Analysts, project managers and leads for the implementation of new applications or updates and changes to existing applications.
* Participate as a team member on projects for implementation of new applications and functionality.
* Assist in developing and maintaining system documentation, validation protocols and training materials.
* Assist in reviewing user requirements and translating the requirements to application functionality.
* Prepare test protocols and testing documents for new applications and modifications.
* Execute test protocols and complete test results / documentation.
* Assist with training of new and existing users on use of applications and processes.
* Provide support to application and systems users by phone or on site during working hours.

**Expertise: Knowledge & Skills**

* Analytical Skills - Ability to use thinking and reasoning to solve a problem
* Ability to multi-task and deal with changing deadlines and priorities.
* Good organizational skills and be able to follow a systematic method or approach to complete or while performing a task.
* Ability to perform work accurately and thoroughly.
* Communication, Oral & Written - Good communication, presentation and technical writing skills. Ability to communicate effectively with others verbally and in written form using clear and concise messages.
* Conceptual Thinking - Ability to grasp new concepts and skills quickly and adjust process and procedures as necessary.
* Customer Oriented - Ability to deal effectively with internal employees while conveying a positive, service-oriented attitude.
* Detail Oriented / Flexibility - Ability to pay attention to the minor details of a project or task.
* Problem Solving / Decision Making – Demonstrate logic and good problem solving / decision making skills with ability to participate in the resolution of issues.
* Understanding of Operating systems, Virtualization, Networking and cloud-based systems.
* Knowledge of computer programming/scripting languages and related automation tools and techniques
* Strong interest in learning technology
* Knowledge of productivity applications and collaboration tools
* Ability to Identify, research, and resolve technical problems or requests
* 4-year college degree with major in Information Technology/Computer Science.

**Qualifications**

**Expertise: Qualifications - Experience/Training/Education/Etc.**

**Required:**

* B.S degree in Computer Science or related discipline from 4 year college or university
* Minimum GPA 3.0 on a 4.0 Scale
* Available on call 24 hours a day, seven days a week; ability to travel overnight to off-site locations to support systems, attend meetings and conferences.

**Desired:**

* Strong interest in Information Technology and Business Analysis
* Strong leadership, communication and self-motivation skills
* Ability to work independently, take follow-up on project deliverables, go above and beyond the task at hand
* Work well in a small team and be flexible enough to work on any aspect of a project as needed
* Basic working knowledge of MS Office applications.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

**Dharna Patel**

**ENG 3091 - Technical writing**

**Assignment 1**

**Write three paragraphs about these job descriptions and your work experience. Let your first paragraph discuss the skills you have completed. The second paragraph will discuss the skills you are working on currently. Your final paragraph will discuss skills you have not started yet/need to start in your career.**

Through my academic years I have achieved skills not only skills related to my major of Computer Networking and Telecommunication, but leadership, communication and self-motivation skills. I have practiced teamwork, by practicing team-building activities at the leadership conferences I have attended from past 2 years. Other than that, I have achieved skills in the basic java language, I have a little knowledge about WAN/LAN/VoIP. I can comfortably work on any Microsoft Office Application. I had a class previous semester of business and professional writing.

I am currently practicing more coding in my present class this semester, a little networking, working with the routers, learning the mediums and how the internet work. I have a management course which helps me understand how projects and the work environment works. Working together in a team and how to lead project etc. I am also mastering my skills of technical writing with this class.

My skills are just basic, there are many more other requirements and needs I would like to acquire for my future. I am really interested in achieving a few networking certifications, like CCNA, CCNP and WCNA. These certifications will give a boost to my resume. I would like to expand and master my knowledge in computing languages like C++ and python. IT is a very vast platform, there’s something new in technology y, so learning something about it every days is something I look forward to.