

Employer: Mid-West Lighting Wholesale Corp.

Title: Data Mining, Information Management and Social Media Developer Intern

Description: Mid-West Lighting Wholesale Corp. is seeking a Data Mining, Information Management, and Social Media Developer intern to join our company. This is a great opportunity for a student seeking a career in green technology, wholesale distribution, construction, sales, or business. You will help us connect customers to our products and have fun while doing it! The Intern will assist the Mid-West team on various projects and tasks to gain experience in the field of wholesale distribution. He/She will work on a wide variety of projects including data mining and website updates, review assets and inventory, social media marketing, procurement, and logistical planning and coordination as well as client research and development. Hours are flexible, with a minimum of 10 hours per week. This position is available starting in December, and end date/holiday schedule is flexible. The intern will work at our Lighting Distribution Company in Los Angeles (East Hollywood).

Projects / Learning Outcomes: The intern will be supervised by Director of Sales and receive training on the wholesale lighting fixture industry and energy efficient lighting and control products. The intern will learn cross team communications and project management skills, as well as higher proficiency of MS Suite skills, ability to construct content and enhance communications as well as the usage of web tools, etc. The intern will work with vendors, learn inventory tracking software, and gain exposure to specific lighting fixture and design terminology. He/she will also be able to work with cross departments including Finance, Marketing, Sales, etc. to gain knowledge in these other areas of operation and budgeting. This is a great opportunity to enhance skills in organization, multi-tasking, communications, and learn about wholesale distribution, energy efficient lighting technology, and green building initiatives.

Qualifications and Requirements: Individual should have general business knowledge, either from business courses or have experience working in an office. Able to work with the Microsoft Office Suite – Word, Outlook, and Excel; with PowerPoint helpful. Student should be enrolled in a college degree program. This person should have strong communication (oral, writing and presentation) skills, be detail oriented, and have a professional presence and demeanor.

Please send your resume to oliver@midwestlighting.com

Location 5250 Hollywood Blvd. Los Angeles, CA 90027

Type: Internship Desired Major(s): Business Administration, Communication, Industrial Technology, Civil Engineering: Junior, Senior

Salary Level: Unpaid - for credit

Job Function: Data Mining, Information and Social Media Developer

Approximate Hours Per Week: 10-15