

## **160over90**

429 30th Street

Newport Beach, CA 92663

[www.160over90.com](http://www.160over90.com)

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### **COMPANY DESCRIPTION**

Be a part of work you can be proud of and cut your teeth at an ad agency.

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### **DUTIES & RESPONSIBILITIES**

The account management internship at 160over90 allows an individual with an interest in advertising to learn about the industry and client services in an agency environment. An account management intern will assist an account executive in maintaining a steady work flow for all departments and ensuring each project satisfies the client's needs and strategic objectives. This individual must be secure, confident and able to take risks. Responsibilities include, but are not limited to: updating schedules, making change requests, transcribing notes, project management assistance, heavy research, and administrative tasks.

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### **QUALIFICATIONS & REQUIREMENTS**

- Ability to work independently
- Highly motivated
- Detail-oriented and organized
- Superior writing skills
- Computer skills (MS Word, Excel, PowerPoint, Outlook, Project)

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### **TIME COMMITMENT**

These are the requested periods of time by the employer

- 30-term (50-100 hours/30 weeks)

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### **HOW TO APPLY & DEADLINE**

Applicants should then send a resume/cover letter to Isaac Bodenhamer at [ibodenhamer@160over90.com](mailto:ibodenhamer@160over90.com). Please type "UCI Intern Application: your name" in the subject line.

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### **CONTACT INFORMATION**

Please note that the internship is unpaid. Course credit will be accredited by enrolling in SocSci197.

For additional information, contact Isaac Bodenhamer at [ibodenhamer@160over90.com](mailto:ibodenhamer@160over90.com) or call 949-610-7890, and visit their website at [www.160over90.com](http://www.160over90.com).