

Excel Generation

7755 Center Ave. Ste. 100
Huntington Beach, Ca 92647
www.excelgeneration.com

COMPANY DESCRIPTION

Excel Generation is a Huntington Beach-based corporation providing services of personality and talent testing, talent development consulting, and personal coaching.

DUTIES & RESPONSIBILITIES

- Assisting in preparing marketing materials (catalog, brochures, posters)
- Assisting in gather information for market research
- Contacting businesses about cooperation opportunities (e.g. helping to schedule meeting)
- Providing phenomenal customer services in appointments and after-service.
- Helping organizing workshops, events, classes

QUALIFICATIONS & REQUIREMENTS

- Goal orientation, taking the initiative
- Willingness to learn, experience, and feedback
- Great communication skills
- Honesty and dedication
- Ability to apply college education into practice

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)

HOW TO APPLY & DEADLINE

Please send your resume, a personal statement of who you are, an unofficial transcript, and a request letter to tell us about your expectations for the internship to start@excelgeneration.com. Applications are accepted year round.

CONTACT INFORMATION

For More information please contact Ngan Hoang at start@excelgeneration.com or 714-414-3557. You can also visit their website at www.excelgeneration.com.