

# Internship Journal of Activities

**Name:** Your Name Here

**Week of:** 11/02 – 11/06

**Mentor:** A. Allen

**Firm:** Studio Great

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## Activities Performed:

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- Worked on Wood Ranch Spec revisions under Delta 1 dated 11/6 for all the table top specs.
- Staff meeting with the team and Rick.
- Matchbox- Short Pump, checked samples received for Spec Binders that are to be assembly; and sent follow up emails for missing samples.
- Worked on library organization and product sourcing.

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## Activities Observed:

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- Spec revisions under Delta1.

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## Skills or Information Gained or Enhanced:

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- Continued to learn how to take direction between projects.
- Continued to learn time management, organization and to prioritize between projects.
- Learned to access appropriate client resources and projects.
- Learned critical thinking and to be assertive.

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Hours worked this week: Use quarter-hour increments.

<u>Date &amp; Time</u>	<u>Total Hours</u>
• 11/04 (9:00am – 5:50pm)	6hrs. 30min
<b>TOTAL HOURS WORKED THIS WEEK:</b>	<u>6hrs. 30min</u>

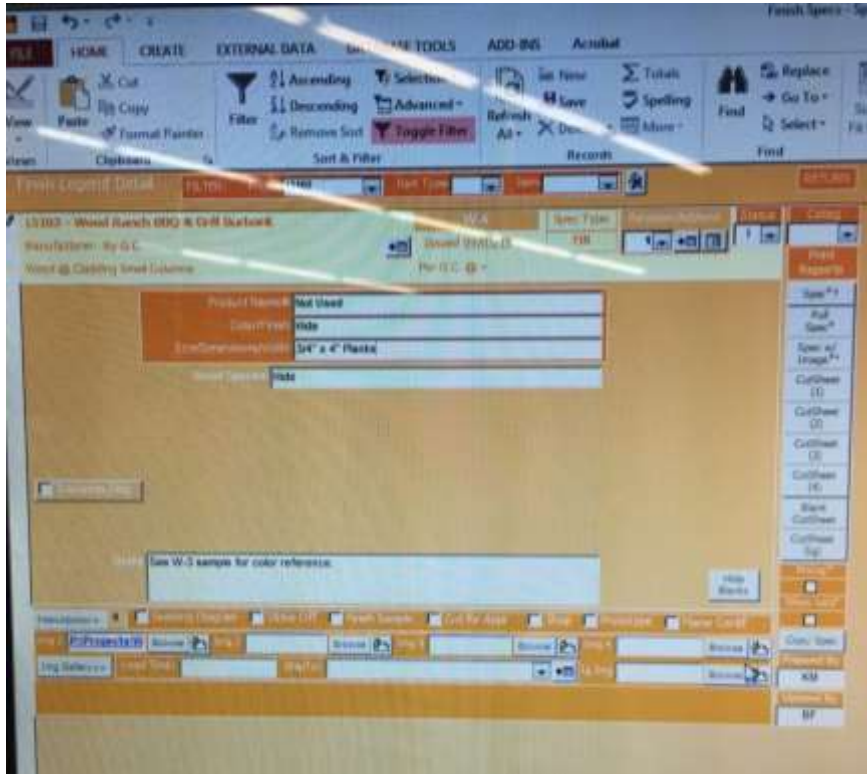
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Signature: Mari Garcia-Pineiros

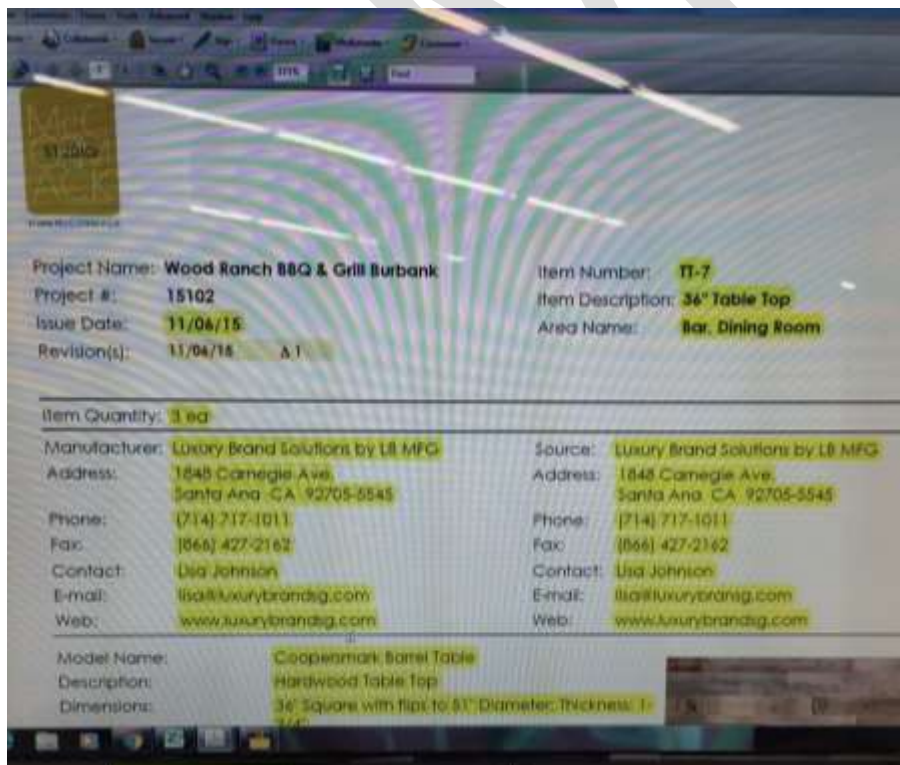
Date: 11.04.15

**PHOTOS:** Working on spec revisions on the Spexx software under Delta 1 for Wood Ranch in Burbank for all table top specs, based on the Item Schedule seen below. Updating the specs in the system, creating a PDF copy and highlighting all the changes and revisions made on the PDF spec.



The screenshot shows a spreadsheet with a list of table top specifications. The table is organized into sections: 'ITEM BASES' and 'TABLE TOPS'. Each row contains a checkbox, a description of the item, and a quantity. The 'WOOD RANCH' logo is visible on the right side of the spreadsheet.

ITEM BASES	QTY	UNIT	DESCRIPTION
13102	1	INSTALL	WOOD RANCH BBQ & GRILL INSTALLATION
13103	1	INSTALL	WOOD RANCH BBQ & GRILL INSTALLATION
13104	1	INSTALL	WOOD RANCH BBQ & GRILL INSTALLATION
13105	1	INSTALL	WOOD RANCH BBQ & GRILL INSTALLATION
13106	1	INSTALL	WOOD RANCH BBQ & GRILL INSTALLATION
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13199	1	INSTALL	WOOD RANCH BBQ & GRILL INSTALLATION
13200	1	INSTALL	WOOD RANCH BBQ & GRILL INSTALLATION



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SAMPLE