



We are currently looking for driven and creative interns for both Summer and Fall 2017 semesters. We have multiple positions available and are eager to have your students working on our team.

Trivolution Inc. is a computer software company that focuses its services on web design, application development, and innovation. We use the most updated online tools and marketing tactics to transform our clients' great ideas into a reality. We assist our clients by creating their websites and applications, revamping their brand through social media, upgrading their marketing materials, and developing content that is up to date with this booming culture.

For more info about who we are and inquiries not related to this internship opportunity please check out our website at www.trivolutioninc.com or send an email to info@trivolutioninc.com

Trivolution Inc. Intern Expectations for Summer and Fall 2017 semesters:

Social Media Intern Position

1. Manage social media accounts.
2. Maintain current social presence for clients.
3. Create promoted posts.
4. Conduct research on post strength.
5. Contribute original work.
6. Create/maintain interest and positive image.
7. Budget managing.
8. Interact with public on behalf of our clients.
9. Develop Social Media Plan as well as procedures to be implemented during internship.
10. First part of internship would be practicing and developing skills and habits.

Sales Intern Position

1. Cold Calls.
2. Research clients.
3. Discover potential clients
4. Participation in contract creation.

HTML Web Developer Intern Position

1. These would be there day to day tasks and requirements.
 - Understand HTML/CSS/Swift(iOS)/Java(Android)
 - BE able to create dynamic user interfaces.
 - Implement data synchronization with a local data storage and backend.

- Implement a local data storage system for each respective platform, such as CoreData for iOS and/or sqlite for Android.
- MVC development pattern (modelviewcontroller)
- Work well in a team alongside other coders.

HR intern Position

- Maintain paperwork and organizational systems in place.
- Research and develop a proposal for improvements to current systems.
- Oversee contracts and paperwork with the company, including employee contracts.
- Contribute to the hiring team and help assist our recruiter.
- Post job openings
- Ability to prioritize tasks and handle numerous assignments simultaneously.
- Be proficient in Microsoft Word, Excel, and Publisher, as well as Google Drive and Dropbox.
- Maintain all tools used by company.
- Maintain subscriptions and budgets.

All internship positions work weeks are roughly between 25-40 hours with flexibility in those hours based on project scope and work. All internship positions are flexible in location and can be done remotely.

How to Apply:

When applying please say which position you are pursuing. For example, the subject line of the email being sent to Bianca@trivolutioninc.com should read: *Your Name* - *semester* intern *position interested in*. Please attach your resume to the email.

Thank you,
Bianca Anleu

