







<b>RESOURCE:</b>	<b>RESTORATIONS PLUS</b> 217 E. Main Street (989) 427-3420	<b>OFFICE/RECEPTIONIST ASSISTANT</b> Edmore, MI 48829 CT: Leonard Jordan
DESCRIPTION:	Edmore Cleaners, a residential and commercial cleaning business since 1958 with a reputation for quality service to its customers, provides an intern the opportunity to experience small business management. In this business you have to “do it all.” Interns will learn everything from waiting on customers at the counter, to cleaning carpets and upholstery, to repairing and maintaining the equipment and fleet of vans.	
REQUIREMENTS:	Interview, excellent attendance, and enjoy physical labor.	
CREDIT:	12 weeks – one trimester	½ -1 ½ elective credits
RC: Julie Nichols	TRAVEL: 10 minutes	STUDENTS: 1
<b>RESOURCE:</b>	<b>WHEATLAND TRADING POST</b> 298 W. Wheatland Ave. (989) 967-3400	<b>CREATIVE DESIGNER/BUSINESS ASST.</b> Remus, MI 49340 CT: Mary Baumann
DESCRIPTION:	Family owned and operated, Wheatland Trading post, a rapidly growing “mini mall” of consignment items and vendor shops, offers interns a wealth of experience in entrepreneurship – business management, computerized databases, people skills, creative design and expression – to name a few. With room to expand the business, interns have the opportunity to contribute their ideas to further development of this business.	
REQUIREMENTS:	Interview, excellent attendance, and interest in business management and/or creative design.	
CREDIT:	12 weeks – one trimester	½ -1 ½ elective credits
RC: Julie Nichols	TRAVEL: 20 minutes	STUDENTS: 1
<b>RESOURCE:</b>	<b>THE INTERSECTION</b> 101 E. Bridge Street (989) 365-3506	<b>SMALL BUSINESS ASSISTANT</b> Six Lakes, MI 48886 CT: Inge Strum
DESCRIPTION:	An example of small business providing a variety of services in a small town, The Intersection is an example of entrepreneurship. Interns will experience managing the business from assisting in the fitness center, to checking out videos, to answering phones, to arranging the store.	
REQUIREMENTS:	Interview, mature attitude, flexible, interest in small business, enjoy serving people.	
CREDIT:	12 weeks – one trimester	½ -1 ½ elective credits
RC: Julie Nichols	TRAVEL: 15 minutes	STUDENTS: 1
<b>RESOURCE:</b>	<b>KEY ENERGY</b> 5976 Venture Way (989) 773-3099	<b>CLERICAL/RECEPTIONIST TRAINEE</b> Mt. Pleasant, MI 48858 CT: Mike Hottinger
DESCRIPTION:	Key Energy provides a clerical intern with exposure and exploration opportunities in varied areas including: accounts receivable, front desk receptionist, mail, scanning/indexing, etc.	
REQUIREMENTS:	Interview, mature attitude, desire to work with public in service-type field, keyboarding skills a plus.	
CREDIT:	12 weeks – one trimester	½ -1 ½ elective credits
RC: Julie Nichols	TRAVEL: 30 minutes	STUDENTS: 1



**RESOURCE:**      **GREAT LAKES IPM, INC.**  
7563 N. Crystal Road  
(989) 268-5693

**CLERICAL/RECEPTIONIST TRAINEE**  
Vestaburg, MI 48891  
CT: James Hansel

**DESCRIPTION:**      This local business produces a variety of products that are widely distributed through out the country. A n intern would have opportunity to gain a variety of skills both in the office and the production end of the business.

**REQUIREMENTS:**      Interview, excellent attendance, and enjoy physical labor. Prefer interns to be 18 due to nature of work requirements.

**CREDIT:**      12 weeks – one trimester      ½ 1 ½ elective credits

**RC:** Julie Nichols

**TRAVEL:** 20 minutes

**STUDENTS:** 1 (p.m.)