From: Jane Kraus

Company: PNC Bank

To: Rakesh Maheshwari

Laurel Miller

Subject: Semi-Monthly Status Report

Period: 07/24/17 – 08/04/17

Hours worked to Date: 352 hours

Accomplishments for 07/24/17 – 08/04/17

* The data archiving business case is complete with revisions from my managers and subject matter experts. A decision was chosen and was supported with significant evidence.
* Created a prototype with other interns in a challenge day presented by PNC.
* The August MIS Finance Newsletter was created and sent out to the department. So far, all feedback was positive.
* I presented to the CIO of finance and other managers about my internship experience and got to ask questions and learn more about the organization.

Goals for after internship

* I want to keep the connections I have made this summer. I want to send out emails to anyone who has helped me.
* Ask my managers what I can improve on and what went well throughout the summer. Especially thank my managers for all their help and guidance.

Issues for 07/24/17 – 08/04/17

* The last two weeks were stressful. A lot was on my plate and I had to figure out how to complete everything before I left.
* The 10 weeks went so fast and it was such a great experience I was not ready for it to be over!