**From:** Shannon Horgan

**Company:** RSM

**To:** Katie Cummings, Laurel Miller

**Subject:** Semi-Monthly Status Report

**Period:** *06/10/19*-*06/14/19*

**Hours worked to Date:** 32

**Accomplishments for *06/10/19*-*06/14/19:***

**1)** During the first week of my internship I successfully completed the RSM company-wide intern training. I attended two full days of general orientation. During general orientation I learned about RSM’s policies, and the company’s goal to be the first-choice advisor to middle market firms. In addition to this I was responsible for watching new-hire training videos. These videos covered topics including security awareness, time entry, expense reporting, talent development and independence requirements.

2) During my first week I also began watching *NetSuite Essentials* training videos. Upon the completion of these videos, I can become certified as a NetSuite administrator. So far, I have completed the portion of the curriculum about NetSuite navigation, customization, and data migration.

3) During my first week of training I was introduced to the other summer interns and the team of professionals I will be working with. The professionals on the NetSuite ERP implementation team all gave me an overview of their jobs. They explained to me my role as an intern, and briefly explained what I will be helping them with in the future. I also met the team of interns that I will be responsible for completing a charity project with during the upcoming weeks.

**Goals for *06/17/19*-*06/26/19*:**

1) I hope to complete the NetSuite Essentials training within the next week. Upon completion I will be certified as a NetSuite administrator. Hopefully this training will give me a better understand of an ERP implementation, and I will be able to help the team with some smaller tasks.

2) These next two week I hope to begin to work with my intern team on our RSM charity project. RSM is a company that values giving back to the community. In addition to learning technical skills, RSM want their interns to embody their philanthropic values. We will be raising money for their *Birdies Fore Love* foundation.

3) I have been assigned the task of researching potential NetSuite clients in the Philadelphia area. I will be given a list of over 700 companies in the life-science industry to research. I will have to analyze financial statements to find revenues, assets, and other important financial data. This data will help RSM to determine if they are legitimate leads.

Issues:

1) Since it is early on in my internship, I am not comfortable with NetSuite. Therefore, I have not yet be able to assist the team with smaller tasks.

2) I am the only intern on the NetSuite team and do not see the interns in my charity project group regularly.

3) I am waiting on the finalized list of Philadelphia based life-science companies to research.