

BELLAS ARTES

LIBRERÍA - ESCUELA DE COCINA APUNTO

www.apuntolibreria.com

The tasks would be: helping the chef in his/her cooking classes, taking pictures of the classes, helping prepare and clean the classroom or working in the bookshop with Facebook, cataloguing books, working with photos from the classes or translating.

FUNDACIÓN AMIGOS DEL MUSEO DEL PRADO

www.amigosmuseoprado.org

The internship consisted of doing four to five hour shifts at the Prado Foundation information/customer service type desk in the museum and going to the office one of those days to do translation of the Memoir of Activities for the previous year to be posted on the Foundation's webpage. In the museum you along with another intern attended to visitors, answering questions and selling Foundation publications. The intern will be mostly at the desk as opposed to in the office. Later on interns can be invited to attend the private visits to the temporary exposition, sometimes working at the desk that they would set up at the exhibit or just attend. Interns also can attend some museum courses.

SALUD Y SERVICIOS SOCIALES

DESARROLLO Y ASISTENCIA

www.desarrolloyasistencia.org

- Volunteering in hospitals. The main activity is accompanying patients and helping their families.
- Freetime Activities with people with disabilities.
- Contribute to the normalization and social integration of people with physical or psychological disabilities through fun activities.
- Volunteering for the homeless.
- Spending time with elders in their homes
- Volunteering in nursing homes.

COMISIÓN ESPAÑOLA DE AYUDA AL REFUGIADO

www.cear.es

The Spanish Commission for the Aid of Refugees (CEAR) is a Non Governmental Organization created in order to promote the solidarity of Spanish Society in favor of refugees in collaboration with the United Nations High Commissioner from Refugees (UNHCR), CEAR develops diverse programs for the legal and social protection of refugees in Spain, as well as creates projects for refugees in the third world. CEAR has free legal services that aid asylum seekers each year, and it also a social service that promotes the integration of refugees by providing educational and work assistance.

Intern responsibilities are for researching, through the use of Internet, bibliography and whatever other legitimate sources they can find, and compose a thorough report on the current situation in different countries (generally in Africa or Latin America). This report is used by lawyers affiliated with CEAR to defend refugees who are in Spain seeking political asylum.

HELSINKI ESPAÑA HUMAN DIMENSION

www.humandimension.com

Interns mainly work with young people as themselves to prepare courses intended for students from ages to 16. The internship begins with a training course that lasts four days

where the future volunteers learn techniques to teach youth about human rights in schools in and around the Madrid area.

The courses, which are taught with a partner or at times alone, are based on the 30 universal human rights decided upon by the UN, but flesh out to explore subjects like discrimination, inequality, laws, justice, social movements, media, consumerism, environmental pollution, and others. The ultimate goal is to get students to question their previous knowledge, stereotypes, and their means of attaining information and help them become conscientious citizens.

After each group of sessions is over, interns fill in and hand in full evaluations of the students and the school that will be taken into consideration in the future by other human rights volunteers that might work in that school. After the teaching period is over, perhaps there will be work to be done in the Helsinki Spain offices that interns help with.

ALIANZA POR LA SOLIDARIDAD

<http://www.alianzaporlasolidaridad.org>

International events in Madrid (no credit):

Interns worked for a specific event that brought women from around the world to discuss issues surrounding women's rights. As a intern Intern translated from English to Spanish for the international visitors during their stay in Spain.

Marketing:

The student intern works in the marketing/communications department and manages Google Adwords and Analytics accounts. Interns use these programs to create, edit, and track ads, in order to track performance and site views and to target more relevant donors to our cause. Interns also contribute translations from Spanish to English to the main website.

TIENDA SOLIDARIA. CASA ENCENDIDA

This internship focuses on fair trade and sustainability. It consists of two parts: working in a store that sells fair trade products, and doing research about fair trade at the office of the NGO, *Solidaridad Internacional*. The store belongs to the NGO, and has the objective of promoting fair trade and making it more known in Spain.

The student intern will assist in buying, organizing the warehouse and selecting items to display in the store. Intern will work in the general office of the NGO, *Solidaridad Internacional*, researching and writing papers about various aspects of fair trade that have generated debate among NGOs in this field. Questions to be researched:

1. Sales in supermarkets
2. Product quality seals and certification
3. Ethical consumption, responsible consumption
4. Fair trade networks
5. Importing
6. Advertising and marketing

This research will be disseminated among interns and staff and will serve as input to develop the NGO's official position on fair trade and these related issues. This research will also support the management of the fair trade store, will help to develop advocacy and awareness campaigns and will promote fair trade exhibits and stands.

ASOCIACIÓN MADRILEÑA DE SALUD PÚBLICA

<http://www.amasap.es/>

The Madrid Association of Public Health is a scientific and professional association of workers, health and other sectors, interested in improving public health services offered by the various administrations in Madrid.

Its ultimate goal is to improve the health of the population. The Association is a response to the progressive deterioration of the organizational structure and administration of the Community of Madrid responsible for exercising the powers in public health. This follows the path of a general dismantling of public health and education services with regard to the privatization of the health care industry and will undoubtedly enact significant negative consequences for the health of the population of Madrid.

The intern will meet with the associates of AMASAP in their places of work to conduct reverse interviews about their professional work and to understand the health care system at a multiple levels. These visits will include: Primary Care Facilities, Hospitals, Public Health Centers, Universities, and Governmental Health Centers. Visits will be followed by weekly reports of information learned from the professionals.

Additionally the intern will attend monthly meetings reviewing the objectives, progress, budget, associates and planned activities of AMASAP.

The final project of the intern will be a comparative analysis of the Spanish national health model and the United States model based on free market and private insurances. The report will include information learned during the visits with AMASAP members and meetings as well as an overview of the Affordable Care Act and how it affects the health care system in the United States.

ENSEÑANZA

* ENSEÑANZA DE INGLÉS EN GRUPOS DE CONVERSACIÓN EN LA UAM

Preparing and teaching English conversation classes for UAM students. Planned activities and games. Met with 10 Spanish students for an hour once a week to practice their English (and subsequently, my Spanish). Also acted as a culture (specifically American) database. Discussed and spent time talking about topics that came up to allow them the chance not only to speak, but also to get used to hearing a nativespeaker speak. It is a great chance to meet Spanish students.

* COLEGIO PRIVADO CONCERTADO SANTA ISABEL o RETIRO o PUBLICO RUFINO BLANCO

- Assisting a professor.
- Preparing activities that will help the students develop language skills through projects and games.
- Explaining cultural differences to students.
- Acting as a resource to the English language teachers, correcting pronunciation, answering questions and going over vocabulary.
- Correcting homework exercises with the class and supervising and making sure the students were doing what they've been assigned while their main teacher is at the board teaching

In addition interns also helped supervise lunch break, and their field trips to plays, parks, or the zoo. They also conducted a play, and I helped with their rehearsals in English.

*** FUNDACIÓN BALIA**

www.fundacionbalia.org

Fundación Balia is a Non-profit organization dealing with under privileged children ages 5-12. It is very similar to an after school care center. Volunteers give the children a snack, take them to the park, help them with their homework academic work, including English grammar. We also can take apart time to do a lesson of my own, using songs, and handouts to teach them new vocabulary. Also, we do arts and crafts or some type of activity.

ESCUELA INFANTIL ABC Nurseries Julián Camarillo

www.abcgonurseries.com

Working primarily in the higher leveled classes, (aging approximately between 1-2 years old and 2-3 years old, depending on the child's maturity), interns have had the opportunity to both learn from more experienced teachers and also the main teacher for about half of my time at the school. My goals include: adjusting activities levels and expectations to maintain an appropriate level for the children, keeping children focused at the activity at hand and learning to manage a happy, safe environment where the kids can learn academically as well as behaviorally.

ESCUELA INFANTIL ABC Nurseries Julián Camarillo

www.abcgonurseries.com

Interns would work on basic translation from Spanish into English, social media management (for LinkedIn, Facebook and Twitter), research and management of networking events, industry related research projects, translation memory research compilation, terminology research/glossary creation, documents formatting.

T-OIGO

<http://www.t-oigo.com>

Interns go to the house of a child with a cochlear implant who is in some sort of bilingual education program. It is one hour a week we play games and do activities in English as a way to support English learning outside of the school.

PERIODISMO Y COMUNICACIÓN

RoosterGNN

<http://es.roostergnn.com/>

MADBudget and Gapbrave contributor for ROOSTERGNN. Journalist

ROOSTERGNN is a global, bilingual and independent news agency. It is based on the belief of freedom of expression; ROOSTERGNN is therefore a collaborative platform. ROOSTERGNN publishes opinion articles from contributors, journalists and experts worldwide. Its goal is to disseminate the highest quality content to a growing international audience. It is an organization with a focus on international relations.

MADBudget specializes in student recommendations of stuff to do in Madrid.

Gapbrave specializes in recommendations in activities and sights to do and see around the globe.

As a journalist, interns write articles for ROOSTERGNN. If interns write about sights, restaurants, cafés, bars, or activities in Madrid, they take photos and write an article in MADBudget. If interns write about activities or sights around Europe, they take photos and write an article in Gapbrave. Then they need to upload these articles (which requires reformatting, editing, and working with Wordpress).

Interns have to begin communication with a professional or an expert on a subject matter such as US politics, or Ugandan water crisis or ask them if they would be willing to write an opinion piece on our website. Other tasks are to find contributors for our website, either people interns already know or people they will meet or have to meet. Sometimes they are invited to certain events and enter as press to interview or establish a rapport with an expert or a professional.

As a social media intern, interns would be responsible for helping to develop and maintain the agency's social media pages (Facebook, Twitter, and LinkedIn). Duties would include:

- Keeping the posts on these pages up to date.
- Trying to increase the number of followers by posting good and interesting content.
- Conducting additional research on what part of agency's social media marketing

HOT ENGLISH MAGAZINE

www.hotenglishmagazine.com

Writing articles, running errands, entering info on the database, attending press conferences, preparing mailings, researching info. on the internet, proof reading.

(2003): Answering phones, mailings, subscription data base updating, writing articles, recording articles, errands to post office, magazine prop. offs, stationary store; content research, transcribing, yellow pages databasing.

(Spring 2007): My main activity was writing articles for Hot English and EuropeanVibe. They were usually travel articles about places I visited, but occasionally they would be about TV shows, celebrities, etc. The business staff also "borrowed" me frequently and my assignments included answering the phones, taking magazines to the post office, packing magazines for shipping, and going to the market.

(Spring 2010) We had to do basic intern stuff like going to the bank, post office, supply stores. We corrected tests, did test over the phone to students, picked up things for the office, wrote articles for the magazine, changed some sections of the student guide book, participated in recordings.

CURL TRASLATIONS

www.curltranslations.com

Interns work on basic translation from Spanish into English, social media management (for LinkedIn, Facebook and Twitter), research and management of networking events, industry related research projects, translation memory research compilation, terminology research/glossary creation, document formatting. Intern works 5 hours per week in person, with potential for remote work.

RELACIONES INTERNACIONALES

CLUB DE MADRID

www.clubmadrid.org

The Club de Madrid is an independent non-profit organization composed of over 90 democratic former Presidents and Prime Ministers from more than 60 different countries, constituting the world's largest forum of former Heads of State and Government, who have come together to respond to a growing demand for support among leaders in two key areas: democratic leadership and governance; and response to crisis and post-crisis situations. Both lines of work share the common goal of addressing the challenge of democratic governance and political conflict as well as that of building functional and inclusive societies, where the leadership experience of our Members is most valuable.

The student will work closely with the program staff to support Club of Madrid programs. The intern's work includes conducting research and compiling reports, summaries and briefing books, as well as correspondence with partner organizations, translating and performing office assistance, drafting and editing memos and letters, looking into potential future partners and/or sources of funding and grants, and any other miscellaneous tasks that may need to be completed.

Other tasks interns could do, would be: translating speeches (Spanish to English) that members give and documents they utilize on missions or that the organization releases, help with preparation for missions (putting together briefing books, compiling press summaries, biographies of participants in missions and other elements of preparation). Contacting embassies to gather information, writing for the Shared Societies Project blog (about current world situations in which there exist situations of ethnic discrimination). Help with major events.

COMISIÓN FULBRIGHT

www.fulbright.es

This internship involves directly aiding those Spanish students interested in applying for a Fulbright. As an American intern, the student is responsible for informing prospective applicants as to what scholarships are offered, how the application process functions and what exams need to be passed in order to study in the US.

In general the intern is responsible for maintaining all pertinent information that prospective applicants require. This entails maintaining an information library. The intern must keep all materials and bulletins up-to-date. In addition, students must be able to reorganize information as the need arises: generate computer lists, enter information on Web sites, etc.

ECONÓMICAS

FUNDACIÓN ALTERNATIVAS – OPEX

www.falternativas.org

“Fundacion Alternativas” has various departments and the intern works within OPEX, El Observatorio de la Política Española Exterior in different departments: Transatlantic Relations, Security and Defense and European Union Panel, focusing primarily on publications or memorandums, The student provides research support on related topics. For example, the interns in the past did research on elections in the US, on the Darfur situation and EU elections, or wrote an article on Russia's changing role on the international arena.

PosEcon is a consulting firm with offices in New York, London, and Madrid. It helps connect start-ups and forward-thinking companies with investors, doing business under a philosophy of trust, accountability, and long-term sustainable growth. PosEcon also serves as a third-party consultant for companies seeking to improve in various areas (sales, marketing, image promotion, team building, employee development, etc.). PosEcon also has a unique business network and group that bring together individuals and businesses, allowing them to help one another, grow, and be mutually invested in their futures.

With my internship at Posecon, interns plan to work directly for PosEcon CEO Adam Satir on several of his company's projects. The internship will be twofold.

First, intern shall work with Adam to build the PosEcon Brand. That requires establishing a strong identity for PosEcon, as well as a manner in which to inform the public (and potential members) of the Network. This will be accomplished by developing the website and the Facebook page, as well as through other means of information dispersion.

Second, interns will work on the current ventures existing in the PosEcon network. These include, but are not limited to, food and wine exportation, gastronomic tourism, and executive coaching for intercultural businesses.

Editorial Business Intern:

As an intern, Interns will be working on a multitude of different tasks and projects. These include consulting with PosEcon's directors during meetings to discuss strategy and projects; working to develop a stronger and improved website; editing, drafting and revising business plans; clerical work.

Financial Analyst

The Financial Analyst will assist PosEcon's directors in all facets of the business. Past and current projects include revising pitch books for investors, redesigning the company website, and office maintenance.