

Secured IT Solutions is excited to open an unpaid internship opportunity for an energized, motivated, highly self-initiated individual who is interested in joining a growing firm specialized in IT and Cyber Security Services in order to learn and grow in the field. If you are looking for a place to grow into a career, Secured IT Solutions will enable that with demonstration from the individual on his/her ability to fulfill and highly performing the duties of the various exciting business roles and responsibilities of this entry position requires. There is the blend of administration, marketing, accounting, analysis, IT, cyber security, and HR to name a few of business aspects that this role will touch on; allowing a person, who is exploring their potential, to grow into a role of their desire as the firm grows.

### **POSITION OVERVIEW:**

As our *Intern*, you will perform a wide variety of high-level duties to the executives, directors, and team members. You will perform projects, client support, or presentation support activities including word processing and creating spreadsheets and presentations. MS Office skills are required, as well as Internet research abilities and strong communication skills.

### **PRIMARY RESPONSIBILITIES (but not limited to):**

- Research on security breaches, trends, and news;
- Support client efforts;
- Produce documents, briefing papers, reports and presentations;
- Assist with completing critical aspects of client deliverables with a hands-on approach;
- Prioritize conflicting needs; handling matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures;
- Create and assist with maintaining marketing projects across all mediums including, Social Media, Email, Advertising, Webcasts, and Websites;
- Represent the firm as needed by attending meetings, trade shows, seminars, and conferences;
- Take direction from the executives accordingly in support of current efforts;
- Maintain a respectful disposition always functioning as an ambassador of the company.

### **QUALIFICATIONS:**

- MIS (open to explore other business majors) or CS student or graduate;
- Proficient/Expert in all current Microsoft Office systems;
- Knowledge of general office procedures (e.g., correspondence, scheduling and Calendar Management);
- Expert level written and verbal communication skills to read, analyze, and interpret governing documents, common technical journals/articles, financial reports, and legal documents;
- Very strong interpersonal skills and the ability to build relationships with staff, and clients;
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Demonstrated proactive approaches to problem-solving with strong decision-making capability;
- Demonstrated ability to achieve high performance goals and meet deadlines;
- Ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response;

**PERSONAL CHARACTERISTICS:**

- Must be a self-starter, dependable, and trustworthy;
- Must be able to work independent with initial guidance given and check backs as needed;
- Highly resourceful team-player, with the ability to also be extremely effective independently;
- Heavy adopter of technology in daily life;
- Forward looking thinker, who actively seeks opportunities and proposes solution;
- Integrity, credibility, and dedication to the mission of Secured IT Solutions, LLC.

**ABOUT SECURED IT SOLUTIONS, LLC:**

Founded in 2010 and fully launched in 2014, Secured IT Solutions brings substantial years of experience in Information Technology and specialize in Cyber Security, IT and management consulting through our company's officers and team members. We have been helping organizations of various sizes to become more secure, protect their vital information assets, reduce operational risk, become compliant with regulations and enhance organizational performance. We deliver services through a skilled set of technical professionals, many of whom are thought-leaders within their particular fields of expertise and we are proud to bring certified team members with years of experience to bear on our client's needs.