

## ABLE Internship Program

### Common Economics major activities:

- Collect and analyze data.
- Perform data analysis in Microsoft Excel (and/or other statistical software packages).
- Present data in formats that make summary findings easy to understand (such as bar charts, pie charts, time series plots, etc.).
- Learn and develop skills to provide written reports on firm performance relative to other related firms in the industry.
- Assist in analyzing impact of economic environment on firm performance.
- Apply economic critical thinking skills.
- Data analysis using econometrics approach as well as business statistics.
- Connect individual business tasks with big economic picture.
- Write report on economic analysis.
- Present economic analysis in business-oriented format.
- Develop business project with economic insight.
- Assist staff and other team members in designing, updating, and managing a variety of regional economic index calculations, maintain various business and economic indicators data sets, and work on projects requiring economic analysis.
- Gain understanding and experience in working with a diverse set of stakeholders across multiple sectors (city government, public-private partnerships, for profit business and community organizations).
- Prepare for submission company recertification applications with local government.
- Learn how to develop and compile a Request for Qualifications and Request for Proposals.
- Attend and participate in weekly recap meetings, attend community meetings with supervisor as requested.
- Gain networking experience and strengthen company relationships by supporting and attending community events towards business development efforts at the neighborhood level through improved communications with neighbors and community partners.