

PGC YOUTH CAREERCONNECT

2019



YCC

Summer Programs

JUNE 24 - AUGUST 2



YCC Student Participants

JOB FAIR ~ APRIL 12, 2019 / 9am - 3pm

PosterMyWall.com

Largo, MD



INTRODUCTION

About the Prince George's County Youth CareerConnect Program (YCC):

The Youth CareerConnect program is a national four-year STEM program funded by the U.S. Department of Labor to Employ Prince George, Inc. and is a White House Initiative under former President Barack Obama.

YCC is a collaboration among the Employ Prince George, Inc, the Prince George's County Public Schools, Prince George's County Community College, The Maryland Center at Bowie State University, Hillside Work Scholarship Connection, the Latin American Youth Center; and two business partners at Lockheed Martin and University of Maryland Capital Region Health formerly known as Dimensions Healthcare Systems.

Students in YCC are enrolled in career academies at Bladensburg, Fairmont Heights, Parkdale and Potomac high schools where they study STEM careers in Information Technology, Homeland/Cybersecurity and Health and Biosciences. YCC partners provide an array of services to high school students in Prince George's County that include: skills training, tutoring, mentoring, college preparation and college credits, job readiness training, and work-based learning opportunities internships and job placements. YCC helps students graduate high school with the necessary skills and education to succeed in the future. This summer, YCC anticipates over 100 students will participate in a series of educational, and work-based learning and internship opportunities throughout the metropolitan area.

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Participating YCC High Schools



YCC Team: Dr. Robbin Fiddermon, Project Coordinator / Jose Granados, Career Specialist & Job Coach / Peaches Crenshaw, College Coach



YCC Team: Dr. Robbin Fiddermon, Project Coordinator / Alena Minatee, Career Specialist & Job Coach / Peaches Crenshaw, College Coach



YCC Team: TaNisha Cleveland, Project Coordinator / Alena Minatee, Career Specialist & Job Coach / Miguel Bueso, College Coach



YCC Team: Sharee Williams, Project Coordinator / Nicole Rivera, Career Specialist & Job Coach / Miguel Bueso, College Coach

CAPSTONE PROGRAM

Cyber Capstone

Dates: July 2 - July 25, 2019

Period: 4 - weeks / Monday – Thursday / 9-2pm

Payment Type: YCC Grant /Stipend

Location: Bowie State University

Grades: 9-10th

Participation:

- ⇒ Participants will gain exposure to the world of work and gain knowledge on cloud computing, cyber security, big data, and data mobility through higher education professionals at Bowie State University.
- ⇒ Participants work in a realistic workplace environment related to the Science, Technology, Engineering and Math (STEM) fields, alongside subject matter experts from Lockheed Martin solving current industry challenges.

Eligibility:

- ⇒ YCC Program Student
- ⇒ Capstone registration application required



INTERNSHIP PROGRAM

Dates:	June 24, 2019 – August 2, 2019
Timeframe:	6 –weeks
Days of Week:	Monday – Friday
Hours:	8 hours / 8:30–5:00pm (varies per company)
Payroll:	Prince George's County Government (SYEP)
Payment:	Paid hourly
Grades:	10–12th

Participation:

- ⇒ Participants will gain an understanding of the world of work and increase their knowledge and competencies in the healthcare and information technology sectors.

Eligibility:

- ⇒ YCC Program Student
- ⇒ Job Readiness Training Completion/Certificate,
- ⇒ Completed PGC SYEP Application
- ⇒ Summer Intern less than 2 years of program

INTERNSHIP



JOB DESCRIPTIONS

Administrative Assistant/Office Support Intern - Administrative Assistants perform a variety of administrative and clerical tasks. Duties often include providing support to managers and employees, assisting in daily office needs and managing a company's general administrative activities (see also, Clerical Assistant).

YCC Employers:

- ◆ **Rainbow Community Development Center**
- ◆ **Columbus Technologies**
- ◆ **CMT**
- ◆ **Doctors Community Hospital**
- ◆ **Employ Prince George's, Inc.**
- ◆ **Congressman Anthony Brown's Office**
- ◆ **DLLR**
- ◆ **UM Capital Region Health**
- ◆ **Arcadis**
- ◆ **Pepco**
- ◆ **EPA**
- ◆ **Keller Williams Preferred Realty**

Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Service Orientation — Actively looking for ways to help people.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Writing — Communicating effectively in writing for the needs of the audience.

Technical Skills:

Accounting software — Fund accounting software; Intuit QuickBooks; Sage 50 Accounting; Tax software

Data base management system software — Apache Hadoop; Apache Hive; Apache Solar; Teradata Database

Data base user interface and query software — Blackboard; Data entry software; FileMaker Pro; Microsoft Access

Operating system software — Microsoft Dynamics; NetSuite ERP; Oracle PeopleSoft; SAP

Enterprise resource planning ERP software — Handheld computer device software; Linux; Microsoft Windows; Oracle Solaris



Business Development Intern - Interns in this field can be involved in everything from the development of their employers' products and services to the creation of marketing strategies, generation of sales leads, negotiating and closing deals.

YCC Employers:

- ◆ Telophase
- ◆ The Crayton Group of Envision Realty
- ◆ P.E.R.K. Consulting

Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Persuasion — Persuading others to change their minds or behavior.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Technical Skills:

Analytical or scientific software

IBM SPSS Statistics; SAS; StataCorp Stata

Business intelligence and data analysis software

— MicroStrategy

Calendar and scheduling software — Scheduling software

Customer relationship management CRM software

— ActionWare; NetSuite NetCRM; Salesforce software; Sybase iAnywhere Sales Anywhere ([see all 12 examples](#))

Data base management system software — Apache Hadoop ; Teradata Database

Data base user interface and query software —

Data entry software; FileMaker Pro; Microsoft Access; Oracle DBMS

Data mining software — Google Analytics

Desktop publishing software — Microsoft Publisher

Electronic mail software — IBM Notes; Microsoft Exchange; Microsoft Outlook

Enterprise application integration software — IBM InfoSphere DataStage

Enterprise resource planning ERP software —

Microsoft Dynamics; NetSuite ERP; Oracle PeopleSoft; SAP

Business/Marketing Support Intern - As a marketing intern, you will help develop, expand and maintain marketing channels, and increase awareness, customer satisfaction and sales.

YCC Employers:

- ♦ **Keller Williams Preferred Properties**
- ♦ **Crayton Group of Envision Realty**

Soft Skills:

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Speaking — Talking to others to convey information effectively.

Technical Skills:

Data base management system software — Apache Pig; MongoDB; Oracle PL/SQL; Teradata Database

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Clerical Assistant – Office assistants handle organizational and clerical support tasks. This may include organizing files, scheduling appointments, writing copy, proofreading, receiving guests and more (see also, Administrative Assistant).

YCC Employers:

- ◆ UM Capital Region Medical Center
- ◆ Employ Prince George's

Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Service Orientation — Actively looking for ways to help people.

Writing — Communicating effectively in writing for the needs of the audience.

Technical Skills:

Accounting software — Billing software; Bookkeeping software; Intuit QuickBooks; Sage 50 Accounting.

Calendar and scheduling software — Appointment scheduling software.

Customer relationship management CRM software — Blackbaud The Raiser's Edge ; Salesforce.com Salesforce CRM.

Data base user interface and query software — Data entry software; FileMaker Pro; IBM Check Processing Control System CPSC; Microsoft Access ([see all 9 examples](#))

Desktop publishing software — Adobe Systems Adobe InDesign ; Microsoft Publisher

Document management software — Adobe Systems Adobe Acrobat; Filing system software; Records management software; Transcription system software

Electronic mail software — IBM Notes; Microsoft Outlook

Enterprise application integration software — Electronic Data Interchange EDI systems

Enterprise resource planning ERP software — Oracle JD Edwards EnterpriseOne ; Oracle PeopleSoft; Oracle PeopleSoft Financials; SAP

Communications Intern - Develop communications materials and multimedia products that are attractive, consistent, well written, and propel interest and action. Strong Communications Interns are media and digital enthusiasts, with exceptional writing and design skills.

YCC Employers:

- ◆ Pepco
- ◆ PGC Economic Development Corporation

Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting inappropriately.

Speaking — Talking to others to convey information effectively.

Coordination — Adjusting actions in relation to others' actions.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Time Management — Managing one's own time and the time of others.

Technical Skills:

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services.

Customer and Personal Service — Knowledge of principles and processes for providing customer services.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.



Customer Service Intern - Interact with customers to provide and process information in response to inquiries, concerns and requests about products and services.

YCC Employers:

- ♦ Eaton
- ♦ CVS Health
- ♦ Hawkeye Medical Supply
- ♦ Employ Prince George's, Inc.

Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting inappropriately.

Speaking — Talking to others to convey information effectively.

Service Orientation — Actively looking for ways to help people.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Technical Skills:

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming

Development Engineer Intern- Development Engineer Interns often write and conduct tests: End to End testing ensures an entire product/scenario is working, and Unit/Module testing ensures proper working of a specific function.

YCC Employers:

- ♦ Columbus Technologies
- ♦ Benten Technologies
- ♦ KBRwyle

Soft Skills:

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting inappropriately.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Technical Skills

Data base management system software — Apache Cassandra; MongoDB; Relational database management software; Teradata Database

Development environment software — Apache Maven; Microsoft Visual Basic Scripting Edition VBScript; National Instruments LabVIEW ; Rub

Object or component oriented development software — C++; Oracle Java; Practical extraction and reporting language Perl; Python (see all 29 examples)

Program testing software — Hewlett Packard LoadRunner; JUnit; Selenium; Usability testing software

Web platform development software — AJAX; Google AngularJS; jQuery; Microsoft ASP.NET Core MVC

Utility Engineering Intern –An Engineering Intern at a utility company will gain insight into the work performed by mechanical and electrical line engineers. Electrical distribution theory and workplace safety are the focus for an intern.

YCC Employers:

♦ Pepco

Soft Skills:

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening — Giving full attention to others, asking appropriate questions, and not interrupting inappropriately.

Complex Problem Solving — Identifying problems and reviewing information to develop and evaluate options and implement solutions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Technical Skills:

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software.

Engineering and Technology — Knowledge of the practical application of engineering science and technology.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Production and Processing — Knowledge of raw materials, production processes, and quality control, for manufacture and distribution of goods.

Financial Analyst Intern - Track, maintain, analyze and provide current information on business operations. Develop and organize performance reports.

YCC Employers:

♦ **Pepco**

Soft Skills:

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Mathematics — Using mathematics to solve problems.

Speaking — Talking to others to convey information effectively.

Technical Skills:

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.



Genomic Researcher Intern - Assist staff with research tasks, help with information management, and draft documents/reports.

YCC Employers:

♦ **NIH**

Soft Skills:

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Complex Problem Solving — Identifying problems and reviewing information to develop and evaluate options and implement solutions.

Speaking — Talking to others to convey information effectively.

Technical Skills:

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo.

Hardware Engineer Intern – Computer Hardware Engineers Interns evaluate, design, build and install key-boards, processors, chips, circuit boards, and modems.

YCC Employers:

- ◆ KBRwyle
- ◆ SSAI

Soft Skills:

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening — Giving attention to others, taking time to understand the points being made, and asking questions.

Speaking — Talking to others to convey information effectively.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Technical Skills:

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of goods and services.

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Physics — Knowledge of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Human Resources (HR) Intern- An HR intern's duties include posting jobs, reviewing resumes, writing and interpreting policy, conducting interviews, and assisting with salary negotiation.

YCC Employers:

- ♦ **MITRE**
- ♦ **EPA**
- ♦ **Pepco**

Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriately.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing for the needs of the audience.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Technical Skills:

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations, and negotiation.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, and designing forms.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

Customer and Personal Service — Knowledge of principles and processes for providing customer service.

Information Technology (IT) Intern- IT interns may work at IT companies or in the IT department of an organization, and support the staff by installing software and/or hardware and solving staff problems that involve technology.

YCC Employers

- ◆ NASA
- ◆ SGT
- ◆ Columbus Technologies
- ◆ NGEN
- ◆ SSAI
- ◆ Pepco

Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting inappropriately.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Technical Skills:

Data base management system software — Apache Hadoop; Elasticsearch; NoSQL; Teradata Database

Data base reporting software — Microsoft SQL Server Reporting Services ; SAP Crystal Reports

Data base user interface and query software — FileMaker Pro; Microsoft Access; MySQL; Oracle JDBC

Operating system software — Bash; Linux; Microsoft Windows; Oracle Solaris

Web platform development software — Drupal; JavaScript; Microsoft ASP.NET Core MVC; Ruby on Rails

Innovative Manufacturing Support Intern - Set up, test, and adjust manufacturing machinery or equipment, using any combination of electrical, electronic, mechanical, hydraulic, pneumatic, or computer technologies.

YCC Employers:

♦ **Eaton**

Soft Skills:

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Active Listening — Giving full attention to what others are saying, understanding the points being made, and asking questions.

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Technical Skills:

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Certified Nurse Assistant (Geriatric Care) Intern- Helps patients by supporting personal hygiene and daily living needs; providing comfort, transportation, and vital sign monitoring.

YCC Employers:

- ♦ **Joseph A Gilmore Adult Day Care**
- ♦ **Doctors Community Hospital**

Soft Skills:

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting.

Speaking — Talking to others to convey information effectively.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Technical Skills:

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and the assessment and treatment of behavioral and affective disorders.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities, including symptoms, treatment alternatives, drug properties and interactions, and preventive measures.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Patient Experience Analyst Intern – Study, compile and maintain medical data needed by the company in order to improve care systems within their place of employment.

YCC Employers:
♦ UM Capital Region Health
Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Service Orientation — Actively looking for ways to help people.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Technical Skills:

Customer relationship management CRM software — CareOne CareEnsure; Customer Expressions i-Sight; Prognosis Solutions ResolvPRM; rL Solutions Feedback MonitorPro

Data base user interface and query software — Database software

Electronic mail software — Microsoft Outlook

Internet browser software — Web browser software

Medical software — Admissions, discharge, and transfer ADT software; Epic Systems; Medical procedure coding software; MEDITECH software

Office suite software — Corel WordPerfect Office Suite; Microsoft Office

Operating system software — Microsoft Windows

Presentation software — Microsoft PowerPoint

Spreadsheet software — Microsoft Excel

Pharmacy Technician Intern- Pharmacy Technician Interns provide assistance to pharmacists with administrative tasks and learn how to fill prescriptions. Job duties include filling the simplest prescriptions, answering customer inquiries, updating records, keeping the pharmacy clean and organized, and completing tasks as assigned.

YCC Employers:
◆ CVS Health
Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Service Orientation — Actively look for ways to help people.

Speaking — Talk to others to convey information effectively.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Technical Skills:

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Procurement Planner (Purchasing Clerk) Intern- Prepare purchase orders for a company and keep track of purchase-related tasks. Research and recommend purchases. Communicate with those requesting materials and scheduling of deliveries.

YCC Employers:

- ◆ SGT
- ◆ Crowned Grace International

Soft Skills:

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talk to others to convey information effectively.

Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Writing — Communicate effectively in writing as appropriate for the needs of the audience.

Complex Problem Solving — Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills:

Accounting software — Intuit QuickBooks

Calendar and scheduling software — Work scheduling software

Data base user interface and query software — Data entry software; Microsoft Access

Electronic mail software — Microsoft Outlook

Enterprise resource planning ERP software — Autotask; Oracle JD Edwards EnterpriseOne; Oracle PeopleSoft; Radiant Systems CounterPoint

Internet browser software — Web browser software

Inventory management software — Inventory tracking software

Office suite software — Microsoft Office

Project Scheduler (Project Manager) Intern –Develop and maintain technical activities, timelines, resources, and constraints for multiple teams, and updating status. Assist in communicating with customers and project team.

YCC Employers:

- ♦ **Crowned Grace International**
- ♦ **KBRwyle**

Soft Skills:

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Technical Skills:

Data base user interface and query software — Data entry software; FileMaker Pro; Microsoft SQL Server; Oracle JDBC (see all 21 examples)

Desktop publishing software — Adobe Systems Adobe InDesign ; Microsoft Publisher

Development environment software — Apache Maven; C; Integrated development environment IDE software; Microsoft .NET Framework

Document management software — Adobe Systems Adobe Acrobat ; Document management system software; O3spaces Workplace

Electronic mail software — IBM Notes ; Microsoft Exchange Server ; Microsoft Outlook

Graphics or photo imaging software — Adobe Systems Adobe Creative Cloud ; Adobe Systems Adobe Photoshop ; Microsoft Visio ; Trimble SketchUp Pro

Human resources software — Human resource management software HRMS ; Oracle Taleo

Information retrieval or search software — LexisNexis

Network monitoring software — Nagios ; Wireshark

Network security or virtual private network VPN management software — Virtual private networking VPN software

Office suite software — Microsoft Office

Operating system software — Job control language JCL ; Linux ; Microsoft Windows ; Shell script

Web page creation and editing software — Adobe Systems Adobe Dreamweaver ; Facebook

Web platform development software — Backbone.js; Google AngularJS; Microsoft Active Server Pages ASP; Node.js

Research Assistant Intern- Participate in the design, administration and monitoring of clinical trials. Analyze and evaluate clinical data gathered during research and prepare reports. Ensure compliance with protocol and overall clinical objectives.

YCC Employers:

- ♦ **CMT**
- ♦ **Benten Technologies**

Soft Skills:

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Technical Skills:

Science — Using scientific rules and methods to solve problems.
Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Analytical or scientific software — BD Biosciences CellQuest; Gene Codes Sequencer; PolyBayes; Systat Software Table Curve

Data base user interface and query software — Database software; Microsoft Access; Thomson EndNote

Document management software — Adobe Systems Adobe Acrobat

Graphics or photo imaging software — Adobe Systems Adobe Photoshop; Graphics software; Harvard Graphics

Map creation software — ESRI ArcGIS software ; MapInfo MapMarker

Office suite software — Corel WordPerfect; Microsoft Office

Presentation software — Microsoft PowerPoint

Project management software — Microsoft Project

Spreadsheet software — IBM Lotus 1-2-3; Microsoft Excel

Word processing software — Microsoft Outlook ; Microsoft Word

Social Media Intern- Understand what an employer wants to communicate to their primary audiences, create content (combining both original text and images), and share the content on Facebook, Twitter, Instagram, Snapchat and Pinterest in order to increase awareness and sale

YCC Employers:

- ◆ **Telophase**
- ◆ **NGEN**
- ◆ **MD Strategic Consulting**
- ◆ **CMT**
- ◆ **CCAN**
- ◆ **Rainbow Community Development Center**

Soft Skills:

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Technical Skills:

Desktop publishing software — Adobe Systems Adobe InDesign; Campaign Monitor; Quark Xpress

Document management software — Adobe Systems Adobe Acrobat

Electronic mail software — Microsoft Outlook ; SendGrid

Graphics or photo imaging software — Adobe Systems Adobe Creative Cloud; Adobe Systems Adobe Illustrator; Adobe Systems Adobe Photoshop

Instant messaging software — Twitter

Office suite software — Microsoft Office

Presentation software — Adobe Systems Adobe Persuasion; Corel Presentation; Microsoft PowerPoint

Spreadsheet software — Microsoft Excel

Web page creation and editing software — Adobe Systems Adobe Dreamweaver; Facebook; LinkedIn; WordPress

Web platform development software — Drupal; Hypertext markup language HTML; PHP: Hypertext preprocessor

Software Engineer Intern- Read and write code in order to develop new, or maintain existing, software. Load software into a computer's memory.

YCC Employers:

- ◆ **Columbus Technologies**
- ◆ **Kratos**
- ◆ **KBRwyle**
- ◆ **SSAI**

Soft Skills:

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Speaking — Talking to others to convey information effectively

Technical Skills:

Development environment software — Adobe Systems Adobe ActionScript ; Apache Maven; Microsoft PowerShell; Verilog ([see all 51 examples](#))

Device drivers or system software — Microsoft DirectX

Document management software — Document management system software

Electronic mail software — IBM Notes ; Microsoft Exchange Server

Enterprise application integration software — Enterprise application integration EAI software; Extensible markup language XML ; IBM

Office suite software — Microsoft Office

Operating system software — KornShell; Linux; Oracle Solaris; Ubuntu ([see all 19 examples](#))

Presentation software — Microsoft PowerPoint

Project management software — Microsoft Project ; Microsoft SharePoint ; Oracle Primavera

Spreadsheet software — Microsoft Excel

Web platform development software — Apache Tomcat; JavaScript; LAMP Stack; Ruby on Rails

System Engineer Intern- Install, maintain, and upgrade operating systems and subsystems. Working with other support, development, and user groups to manage requests from the perspective of infrastructure design and functionality (see also, IT Intern).

YCC Employers:

- ◆ Kratos
- ◆ SSAI

Soft Skills:

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Complex Problem Solving — Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills:

Data base management system software — Apache Hadoop; MongoDB; Oracle PL/SQL; Te-radata Database (see all 14 examples)

Data base reporting software — Microsoft SQL Server Reporting Services ; SAP Crystal Reports

Desktop publishing software — Adobe Systems Adobe FrameMaker **Document management software** — Adobe Systems Adobe Acrobat

Electronic mail software — IBM Notes ; Microsoft Exchange Server

Graphics or photo imaging software — Adobe Systems Adobe Creative Cloud ; Adobe Systems Adobe Fireworks; Adobe Systems Adobe Photoshop ; Microsoft Visio (see all 5 examples)

Human resources software — Human resource management software HRMS ; Oracle Taleo

Internet browser software — Web browser software

Office suite software — Microsoft Office

Web page creation and editing software — Adobe Systems Adobe Dreamweaver

Web platform development software — AJAX; Ex-tensible HyperText Markup Language XHTML; Microsoft Active Server Pages ASP

Technical Office Support Intern- Any work involving the use of computers, from monitoring and maintaining an organisation's computer systems and networks, to use of software to design and create reports and presentations.

YCC Employers:

- ◆ **Arcadis**
- ◆ **NASA**
- ◆ **EPA**

Soft Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Technical Skills:

Data base user interface and query software — FileMaker Pro; Microsoft Access; MySQL; Oracle JDBC (see all 13 examples)

Desktop communications software — CrossTec NetOp Remote Control; Remote control software; Stac Software ReachOut; Symantec pcAnywhere

Desktop publishing software — Adobe Systems Adobe Distiller; Adobe Systems Adobe InDesign ; Microsoft Publisher

Development environment software — Apache Maven; C ; Eclipse IDE; Microsoft PowerShell (see all 12 examples)

Document management software — Adobe Systems Adobe Acrobat

Office suite software — Microsoft Office

Program testing software — Defect tracking software; Hewlett Packard LoadRunner ; Personal computer diagnostic software

Spreadsheet software — Microsoft Excel

Storage networking software — Media storage management software

Video creation and editing software — Apple Final Cut Pro

Web page creation and editing software — Adobe Systems Adobe Dreamweaver

Web platform development software — Apache Struts; Drupal; Ext JS; JavaScript

Training Intern- Assist in the administration, organization and presentation of company trainings, programs, meetings and initiatives. Responsibilities may also include assisting with and scheduling new hire training, researching new learning opportunities, and maintaining records of training participants.

YCC Employers:

- ♦ SGT
- ♦ EPA
- ♦ Pepco

Soft Skills:

Instructing — Teaching others how to do something.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Web platform development software — Backbone.js; Drupal; Hypertext markup language HTML; JavaScript

Technical Skills:

Computer based training software — Adobe Systems Adobe Captivate; Articulate Rapid E-Learning Studio; Halogen eLMS; Qarbon ViewletBuilder Professional

Data base user interface and query software — Blackboard; Data entry software; FileMaker Pro; Microsoft Access

Document management software — Adobe Systems Adobe Acrobat; HP Trim; Interwoven software

Graphics or photo imaging software — Adobe Systems Adobe Creative Cloud; Adobe Systems Adobe Fireworks; Adobe Systems Adobe Photoshop; Microsoft Visio

REGISTRATION OPENING: Friday, March 1, 2019

<https://youthcareerconnect.wixsite.com/pgcycc>



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Job Fair**

APRIL 12, 2019

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