

Internship Summary Report

This summer I was given the opportunity to work as an intern for Silver Ventures Investment firm based out of San Antonio, Texas. In 2002, Silver purchased a twenty-three acre brewery site in north downtown San Antonio, located along the River Walk. Within these twenty-three acres Silver plans to redevelop the old brewery site into a place where people can eat, live, learn, work, and play.

During my twelve weeks at Silver, I undertook some important responsibilities in the real estate department under the supervision of the Managing Director, Bill Shown, along with his construction/project managers. Working closely with the project managers, some of the responsibilities I completed were: assisted in market research, assisted in construction management, attended important project meetings, created and organized reference binders for different projects on the site, and created a historic project analysis using Microsoft excel.

All these projects assigned to me were to be completed in a reasonable amount of time depending on the type of work. For the most part, I worked on more than one project at a time. Some projects required priority over others and some had to be completed sooner. Also, while working on a specific project, I would be asked to help assist in other duties around the office, whether it was to help set up a meeting or organize folders. For every project I was given, the project managers would ensure that I was competent and prepared enough to complete the project. Once I completed an assigned project, I then presented it to the responsible project manager and he/she would review my work. If there was a detail that needed editing, it would be my duty to correct it. All the projects I completed while at Silver Ventures, Inc. proved to provide helpful information for them, and the projects helped increase my knowledge of the business world that I one day plan to enter.