

Jordan Burris, Business Administration Major

Junior: Cal Poly, San Luis Obispo

Internship Focus: Human Resources and Management



What projects are you currently working on?

I have been working on researching and implementing a wellness program, and editing job descriptions for employee positions to include mental and physical demands of the job. I am also working on the technical aspects of HR, including payroll, VOE's and more. My projects also include smaller tasks like research into COVID-19 testing sites for employees, conducting surveys, and facilitating intern interviews for company website.

What's something new you have learned so far?

I have learned an enormous amount. Brianna Newton, my mentor at Charge, has been a fantastic teacher and has allowed me to dive deep into the various roles and tasks she encounters. I've become more comfortable with technical skills like payroll, excel and other software. Most importantly, I've experienced the inner workings of the various departments and how essential and flexible HR positions must be in order to prioritize tasks, deadlines and company-wide issues. I've learned there is so much more responsibility and variance included in the role of HR, more than I thought possible for my future career path.

How has Charge helped ease your transition from an in-person to a virtual internship experience?

Charge took the time to make the interns feel at home and provide opportunities to virtually meet with all the different departments. I really appreciate the warm and welcome atmosphere, and the understanding and empathy the owners have for their employees during this stressful time.

What skills/experience do you hope to gain by the end of your internship?

I hope to gain real-life experience in the business world, and an understanding of the day-to-day tasks in HR. I'd also like to gain more knowledge of the technical skills and softwares that will help me adapt quickly when I enter my career. Communication, time management and prioritizing deadlines have also been a large focus, and will be essential for my success in all aspects of life whether that be in school, my career or personal life.

What do you see yourself doing in the future?

This internship has solidified the specifics of how I view my career path. Human Resources and Management is a broader field than I originally thought. Based on this experience I can see myself going into the recruiting world, whether it be at a recruiting agency, working with one company or traveling to colleges and work promotions. I find these aspects of HR to be really fascinating and interesting.

What do you enjoy most about your internship?

My favorite thing about the company is how welcoming and comfortable everyone is with each other. There is an ease of communication and understanding when employees feel supported, safe and valued. I feel Charge really focuses on these values and I am going to miss working with everyone here. I am very grateful for the experience and have learned so much from Charge employees and owners, Mike Robirds and Billy Kilmer.