



Rob Roy Consulting Internship

Jesse A. Reynolds, B.A. English, Spring 2021

Professional Development

SUMMARY

From January 2019 to the present, I worked with the Founder and CEO of Rob Roy Consulting as an executive assistant-intern hybrid. I worked remotely from my residence in San Antonio, as well as in the Rob Roy office in Los Altos, CA for Summer 2019. I did everything from editing the company website to filing and sending expenses to clients, as well as composing client-facing memos and attending meetings with the CEO. I aimed to immerse myself in the various areas of service Rob Roy offers to see if I wanted to pursue this line of work in the future. Additionally, I aimed to exhibit my skills and create a reputation of dependability, integrity, and success for myself. The intellectual dexterity required to be a successful consultant is already a rewarding challenge I'm excited to undertake.



SPICES

Through my time with Rob Roy, I've improved my professional communication etiquette, learned how things are generally done in my future field of work, and expanded my network of professional contacts.

HERBS

I was Benevolent and Supportive during my internship by being a quick-thinking extra set of eyes and hands for the CEO. Editing and reconciliation of information from many different sources was the bulk of my work.

LEARNING OUTCOMES

With how busy the CEO is, it was critical that all my correspondences with him were succinct and easily understandable, despite my brevity. I greatly improved my communication skills over email, phone calls, and in person. Additionally, I had creative courage when I began my main task: reconciling 20 years' worth of PowerPoint decks into five distinct categories to make templates for future training sessions and presentations.



IMPACT

Since Rob Roy Consulting has only two full-time employees, having an extra set of hands on deck greatly improved the company's productivity, especially during June-August 2019, when I went into the Rob Roy office for eight or nine hours Monday – Friday for three months. As for me, this paid internship gave me invaluable experience and insight into my future career. I met with Deloitte Blockchain leads on a trip to Denver, CO during March 2019 with the CEO. I met Linda Pawczuk, Deloitte Blockchain Principal, and gave me a taste of is to come, which only whet my appetite for consulting work.

ADVICE

The ability to adapt to another person's organizational methods and logical processes is incredibly valuable. If you can figure out not only how, but why you can help, you become an instrument of positive productivity for who you're helping.