



My internship with Swinton Financial Group in Rockford, Illinois, is a company committed to providing the highest quality of investment, retirement, and insurance services to its clients.

My job was a human resources management intern. I started by gaining knowledge of the company and its vision. Knowing the vision of the company allowed me to know how to handle my daily tasks. A sample of my projects include creating and implementing an employee training manual, training processes, including reviewing employment applications.

Additionally, I analyzed and modified compensation and benefits policies to establish competitive programs, ensuring legal compliance. I implemented a new employee orientation program, and created a pre-employment questionnaire to screen potential new hires of qualifications.

Swinton Financial Group gave me hands on experience that I can take with me into whatever career field I choose.

