

Company: State Farm Insurance

Main Contact: Mike Stoiber

Website: <http://mikestoiber.org>

Address: 130 E Leland Rd, Suite B, Pittsburg Ca, 94565

Hours of Operation: M-F, 9a-5p

What could a student expect a typical day onsite at your company?

A student shadowing my office will learn communication skills as these are a requirement in order to deal with the public. They will learn patience because clients can get upset because their insurance has gone up, had a claim that wasn't handled properly or timely or wasn't paid. They will learn teamwork as this is absolutely necessary in a small office with diverse situations occurring each day. They will definitely see that there is much more going on in an office than the selling of insurance. Every day is different and this is why the business is challenging and very rewarding.

What could a student expect a typical day onsite to be like during the job shadow?

The student will notice that an average day starts out a little quiet. Around 10 am activity starts to pick up and we stay busy the rest of the day. On occasion, it slows down awhile in the afternoon. From 3 pm till 5 pm, it can be quite hectic, but we love it.

Is there any other important information a prospective job shadow participant should know?

Due to the nature of our business a confidentiality form will need to be signed. We are not open on weekends. If a student has thought about the insurance business as a career, this would provide them an excellent opportunity to see what actually goes on in a successful agents office. In addition to agency, there are many areas one can find a career in. A few would include claims adjuster, field underwriter, accounting, office support team member, regional office support, etc. Recommend anyone interested in an insurance career to Google, State Farm Insurance and check out the many career choices available.

While the college's official spring break is during the week, would completing some of the required hours on the weekend be an option for students (April 8-9)?

No

Is there a possibility this Job Shadow could turn into an internship after spring break? Possibly

Number of job shadow opportunities: 1

Company: Croskey Real Estate, Inc.

Main Contact: Wolfgang Croskey

Website: <http://www.croskeyrealestate.com>

Address: 745 Railroad Ave. Pittsburg Ca, 94565

Hours of Operation: M-F, 9a-5p

What could a student expect a typical day onsite at your company?

Anything from meeting clients, to doing marketing materials, to contracts. Real estate and property management can cover a wide range of things in the day. We manage a lot of properties in addition to selling of properties. There may be open houses that we will do during the day as well.

What could a student expect a typical day onsite to be like during the job shadow?

Fast paced and combo of computer work and face-to-face.

Is there any other important information a prospective job shadow participant should know?

Our company is a family owned company that has been in Pittsburg for over 50 years. We are the leaders of real estate services and can open doors for those that are interested in a career in residential and commercial real estate.

While the college's official spring break is during the week, would completing some of the required hours on the weekend be an option for students (April 8-9)?

Yes

Number of job shadow opportunities:

1

Is there a possibility this Job Shadow could turn into an internship after spring break? Possibly

Company: Pittsburg Chamber of Commerce

Main Contact: Monica Couture

Website: <http://www.mypittsburgchamber.org>

Address: 985 Railroad Ave, Pittsburg Ca, 94565

Hours of Operation: M-F, 9a-5p

What could a student expect a typical day onsite at your company?

Our Chamber is a very busy and active Chamber. We help businesses thrive in our community. We put on events (large and small) throughout the year that help businesses relate to one another and form connections.

What could a student expect a typical day onsite to be like during the job shadow?

Answer phones from citizens that have questions about the community. Reach out to businesses daily and make contact for building relationships with them. Meet with city and government officials regularly to further connect the Chamber with the City and the business culture. The student should be interested in helping businesses succeed. Creating innovative ways to get that accomplished via, programming, events, personal phone calls, community outreach etc. We often are constructing advertisements for events that go out in all aspects of our social media. Everything it takes from A-Z to put on a successful event happens so there will be a lot of organizing, tracking and record keeping.

Is there any other important information a prospective job shadow participant should know?

We are closed on the weekends. The 2nd Thursday of every month we have a Mixer from 5-7 PM. If you are working with us that week there will be the one evening event after work hours. If you are interested in knowing what it takes to work, own, run, a successful business and what resources are available in the community this is the place for you.

While the college's official spring break is during the week, would completing some of the required hours on the weekend be an option for students (April 8-9)?

No

Number of job shadow opportunities:

2 - This one and a graphic design related shadow that has a separate shadow to apply for

Is there a possibility this Job Shadow could turn into an internship after spring break? Yes

Company: Pittsburg Chamber of Commerce (2nd Job Shadow)

Main Contact: Monica Couture

Website: <http://www.mypittsburgchamber.org>

Address: 985 Railroad Ave, Pittsburg Ca, 94565

Hours of Operation: M-F, 9a-5p

What could a student expect a typical day onsite at your company?

Event production. The Chamber continuously puts events on during the year. We need to advertise these events and find a compelling way to reach our audience. We are looking for a marketing/graphic communications student to bring a fresh outlook to our current events and new concepts of marketing. This entails designing a flyer, communicating information in an appealing way, using forms of social media and our email distribution list as well as our website. These tasks take creativity, innovation and someone willing to think of fresh ideas in regards to the event itself to help expand our audience with the goal of getting more attendance to the event.

What could a student expect a typical day onsite to be like during the job shadow?

Understanding of the event at hand. Help prepare and organize in preparation for an event. Coming up with new concepts in ways of attracting more people. Utilizing resources within the Chamber from past events and to enhance the current event. Creating flyers, marketing in various media forms, and developing marketing strategies.

Is there any other important information a prospective job shadow participant should know?

We do work 8-5 on Friday's. We also work after work hours on the 2nd Thursday of the month from 5-7 for Monthly Mixers.

While the college's official spring break is during the week, would completing some of the required hours on the weekend be an option for students (April 8-9)?

No

Number of job shadow opportunities: 2 – This one and a business related one

Is there a possibility this Job Shadow could turn into an internship after spring break? Yes

Company: Hampton Inn and Suites Pittsburg

Main Contact: German Jimenez

Website: <http://www.pittsburgsuites.hamptoninn.com>

Address: 1201 California Ave, Pittsburg Ca, 94565

Hours of Operation: M-F, 9a-5p

What could a student expect a typical day onsite at your company?

The student will be able to see a day to day operations of running the hotel including, handling cash deposits, responding to emails, helping the front desk with phone calls, checking guests in and out. Responding to guest feedback, comments. Resolving guest issues, make schedules for all departments, walk the hotel and work with maintenance to make sure rooms are ready for guest to check in.

What could a student expect a typical day onsite to be like during the job shadow?

For the most part there are activities that need to be completed before a deadline; however, everyday is different and there might be some other activities from the above mentioned.

Is there any other important information a prospective job shadow participant should know?

We will request to sign a confidentiality clause. Even though our hotel is open 24 hours, I don't anticipate for the student to come over the weekend. If the student is interested in hospitality, our hotel will be the best option.

While the college's official spring break is during the week, would completing some of the required hours on the weekend be an option for students (April 8-9)?

Yes

Number of job shadow opportunities: 1

Is there a possibility this Job Shadow could turn into an internship after spring break? Possibly

Company: City of Antioch/Mayor Pro Tem Lamar Thorpe

Main Contact: Lamar Thorpe

Website: <http://www.lamarthorpe.com>

Address: 200 H St, Antioch Ca, 94509

Hours of Operation: M-F, 9a-4:30p

What could a student expect a typical day onsite at your company?

There is no typical day in elected office. However, many reoccurring themes in local elected officer would be designing and executing special projects and events. Attending meetings, hearings, and briefings to remain informed about current policy issues. Conducting research as needed and report findings to constituents. A host of constituent services requests that require follow-up using various forms of communication like email, official letter, social media and phone calls.

What could a student expect a typical day onsite to be like during the job shadow?

Assisting with special projects and assist in planning events. Must attend meetings, hearings, and briefings to remain informed about current policy issues. Conduct research as needed and report findings to their councilmember. Students should expect shadow politicians and their staffs in Antioch City Hall and potentially out in the field on ride-alongs with the police department, code enforcement, and other departments that provided constituent related services. Observing Councilmember firsthand in order to develop political and business acumen, persuasiveness, and leadership skills. Students should expect to: -Provide administrative assistance to Councilmember and their staff, attend meetings and interface with constituents. -Research varying organizations within each constituency group and creating a list of these groups with key contact names and phone numbers -Attend meetings with constituency groups or individuals and taking notes to recap with councilmember -Phone individuals within different constituency groups about upcoming events -Attend events organized by outreach team and constituency group leaders -Make phone calls a day before an event to verify all information

Is there any other important information a prospective job shadow participant should know?

Weekend and evening work is common and required. Confidentially and trust is a must. Handling of sensitive constituent services requests. All politics is local. Meaning, it's about the bread and butter, kitchen table issues. So, if a student is looking for an opportunity to break into politics? Wants to establish lasting connections and gain political experience? Wants to work on behalf of a current or future elected official? Then local politics is the way to start.

While the college's official spring break is during the week, would completing some of the required hours on the weekend be an option for students (April 8-9)? Yes

Number of job shadow opportunities: 3

Is there a possibility this Job Shadow could turn into an internship after spring break? Yes