



SDSU Student Accounting Society

Meeting Minutes: CBIZ Post Internship Guide

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Presenters:

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Presentation:

CBIZ Information:

- 100+ offices
- 4800+ associates
- 90000+ clients
- Top 10 public accounting firm

Why CBIZ?

- National resources with a local feel
- Internal Growth
 - Get to interact with a lot of senior managers/directors
- Client Variety
- 100+ offices nationwide
- A variety of locations across the west coast:
 - Bakersfield
 - San Diego
 - SLO
 - San Francisco
 - Irvine
 - Los Angeles
 - Encino

- Oxnard

CBIZ Life in the Golden State

- 130+ associates
- 5:1 Staff to Managing Directors
- Top Industries Served
 - Life Science & Technology
 - Private Equity & Venture Capital
 - Retail, Manufacturing, & Distribution
 - Family Law
 - Fraud & Economic Loss
- Networking opportunities
- Community events & Volunteering

Recruitment Process

- CBIZ Upcoming Events:
 - San Diego State University First Round Interviews on 10/8
 - Be sure to apply by 10/6 to be considered for the interview day!
 - Overall Deadline: 10/8
- San Diego:
 - Audit & Tax Rotational Intern 2022--Summer
 - Tax Intern & Associates 2022--Spring/Fall
 - Audit Intern & Associates
 - Forensic Litigation
- San Francisco
 - Accounting Advisory Intern 2022--Spring/Fall
- Visit www.cbizcampus.com for openings & locations nationwide

After my internship...what do I do?

1. Say Thanks!
 - a. Verbally, hand-written, email or text--a thank you goes a long way
 - b. When you land an internship, that company is making an investment in you
 - i. Time to train and teach you
 - ii. Trust in your performance & interaction with clients
 - iii. Financially
 - c. Take time to appreciate the experience you were given and recognize the people who made it special
2. Stay in Touch
 - a. Connect with your peers, supervisors, & team members on LinedIN
 - b. Check in with the team--personally & professionally
 - i. Meet up for coffee
 - ii. Invite them to a school function you're involved with
 - iii. Check on the status of a project you worked on
 - iv. Ask about any open positions or part time work opportunities
 - c. Keep your recruiter's contact information handy

- i. Update it if needed
3. Skill Check
 - a. You probably learned *something* during the internship
 - b. Make note of new skills you developed or enhanced
 - i. Technical--software and new programs
 - ii. Soft skills--communication and time management
 - c. Practice makes perfect. Continue working to improve!
4. Resume Refresh
 - a. Now is the time to brag about your accomplishments
 - b. Use the job description to highlight your tasks
 - c. Include key projects you worked on
 - i. Pro-tip: during your internship, keep a running list of projects & tasks you completed to make this part easier
 - d. Ask for references
 - e. Have a peer, professor, or career center review your updated resume
 - i. Bonus: make the updates on your LinkedIn profile too!
5. Get Back Out There!
 - a. Start applying! Use your newly learned skills & fresh resume
 - b. Be deliberate about your applications
 - i. Make sure you're not over or underqualified
 - ii. Pick your top department & location preference
 - iii. Referrals are great, but make sure you actually know the person
 - c. Don't forget about the network you've built
 - d. It can be overwhelming, but you've just got to conquer it!
6. BONUS: Promote the Firm
 - a. Landed a full time offer after your internship? Awesome
 - b. Loved your internship and want to spread the word? Great!
 - c. Share the love, express your love for the job to friends, connections, etc.

Recruitment Tips Post Internship: Setting Yourself Up For Success

- The accounting field is a continuous learning environment. Follow news surrounding the field
- Follow your former employer on social media to stay informed.
- Take feedback you received to grow your soft skills
- Have copies of your updated resume ready to go
- Practice your elevator pitch on your recent experience
- Be prepared for questions about your recent internship
 - What you did
 - What you liked or didn't like
 - Why you're looking for a new opportunity

Attend Recruiting Events:

- Continue to attend as many as possible
- It's a win-win

- You learn more about the firms
- Talk to multiple professionals #networking
- Firms will become more familiar the more they see you
- Advice from a CBIZ Business Development Professional:
 - “It’s not about who you know but who knows you!”
- It’s a time commitment, but it will pay off!

Ask the Important Questions

- You have some experience under your belt, so focus on what’s important to you
 - What did you like or not like at your former employer?
 - What stood out as the ‘must haves’ or the ‘nice to haves’?
- Responses (or lack of) to current events can speak to firm values
 - Pandemic response? Layoffs?
 - Diversity efforts?
- Keep an open mind & don’t rely solely on name recognition
- Explore all options, you never know what’s out there

Other Tips:

- Know you don’t have to have experience going into the internship program. They will train you in what you need to know.
 - They just expect basic theoretical knowledge!
 - Tie in your current jobs to the skills necessary in accounting, such as soft skills

Questions:

One of the sectors you serve is Private Equity. What are some of those firms that you serve?

- San Francisco office Doesn’t work directly with Private Equity, but we do work with Private Equity start ups. It depends on the nature of the project or the engagement. Interaction varies.

Forensic Accounting Internship: What is that like?

- Nontraditional accounting path. We are the only firm in CA that offers Forensic Internships. Similar to Law and Order...Forensic Accountants will be experts on fraud in court cases. Forensic associates will do a lot of research on individuals and companies, and put together a background on them.