



ABSOLUTE  
INTERNSHIP



# Prepare Yourself for the Future of Work

ONSITE INTERNATIONAL INTERNSHIPS



Networking is the top layer of any job market.

**How will you connect?**



With an  
**International Internship**  
you will





**Make your profile  
stand out**



## Hone your cross-cultural business skills





**Work professionally  
in a foreign language**



# ABSOLUTE INTERNSHIP TODAY

9000+

interns since 2009

63+

nationalities

1000+

companies worldwide

30+

industries





Join the network of students from  
top ranked universities



THE UNIVERSITY  
of EDINBURGH



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

UNIVERSITY OF  
WESTMINSTER





## Where?

LONDON | STOCKHOLM |  
BARCELONA | MADRID | LISBON

SINGAPORE | TOKYO | SEOUL  
HONG KONG

## When?

May 31, 2024 – July 25, 2024  
(8 weeks)



# Barcelona

- Relaxed, casual, and autonomous working culture
- Hybrid and Flexible working hours.
- Long lunches with colleagues are normal
- Supervisors often give little instructions and expect you to ask questions if needed
- People go to work by bike, bus or metro, and some go walking! Is an amazing city to walk.



## Top Industries

- Business Development
- Graphic Design
- Fashion
- Journalism
- Architecture
- Hospitality
- Marketing

## Important Considerations

- Holidays in August - may see your supervisor less and have to work on your own more

# Lisbon

- Relaxed working environment with close relationships to supervisors
- Not very structured - companies are open to you suggesting tasks you want to do
- Hybrid working is the norm - students often have some say in their schedules
- Thriving Startup scene
- Cost of living, meals, etc. are low



## Top Industries

- Entrepreneurship
- Business Development
- Marketing
- Real Estate
- Advertising
- Hospitality

## Important Considerations

- Most companies are working hybrid in the summer.

# London

- Strict and very structured working hours
- Traditional hierarchy in the workplace
- Formal attire required in many places
- Manners are extremely important with co-workers even outside of work
- Very competitive in Business and Finance



## Top Industries

- Non-profit
- Publishing
- Event Planning
- Graphic Design
- Human Resources
- Logistics
- Finance

## Important Considerations

- Visa is costly and time consuming
- Long commutes are normal

# Madrid

- Relaxed, casual, and autonomous working culture
- Many companies are hybrid and offer flexible schedules
- Relationships with coworkers are very important - eat lunch together and speak about lives
- 72% of the 2000 biggest Spanish companies are headquartered in Madrid
- The city is very walkable and has great public transport



## Top Industries

- Finance
- Fashion
- Information Technology
- Legal
- Hospitality
- Human Resources

## Important Considerations

- Many companies take vacation in August which could lead to less supervision and more remote working



# Stockholm

- Working culture is very collaborative
- Informal dress is normal in the workplace
- In Stockholm, it is normal to have a close relationship with your boss or supervisor.
- Expect very well structured tasks
- One of Europe's most sustainable cities (First to be named European Green Capital) where over 90% of waste is recycled



## Top Industries

- Finance
- Information Technology
- Business Development
- Sustainability
- Event Planning

## Important Considerations

- Hybrid working is normal - very few go into the office every day
- Cold and rainy weather, even in summer
- More remote working can happen in July during vacation season.

# Hong Kong

- People are very hard working, and there is no concept of a typical eight hour work day. Long working hours are considered as a sign of importance and recognition.
- One of the major tourist destinations in the world. It is known for being a paradise for shopaholics.
- Is the world's fourth-ranked global financial centre, ninth-largest exporter, and eighth-largest importer.
- Hong Kong is one of the most densely populated areas in the world



## Top Industries

- Finance
- Information Technology
- Business Development
- Marketing
- Entrepreneurship
- Pharmaceuticals
- Fashion
- Non-profit

## Important Considerations

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# Seoul

- World's 4th largest metropolitan economy
- International Banks and Major companies located here (Samsung, LG, Kia)
- Strict/hierarchical/structured work environment
- Often work in more formal attire
- Very close (almost familial) relationship with colleagues is normal
- Koreans generally have strong work ethic and often work long hours
- More likely to have to be in the office everyday (work from home is less common)



## Top Industries

- Marketing
- Business Development
- Non-profit

## Important Considerations

- Seoul is very conservative - not the K-POP image students many have
- Little work from home
- Long Commutes are normal

# Singapore

- World's 4th largest metropolitan economy
- International Banks and Major companies located here (Samsung, LG, Kia)
- Strict/hierarchical/structured work environment
- Often work in more formal attire
- Very close (almost familial) relationship with colleagues is normal
- Koreans generally have strong work ethic and often work long hours
- More likely to have to be in the office everyday (work from home is less common)



## Top Industries

- Marketing
- Business Development
- Non-profit

## Important Considerations

- Seoul is very conservative - not the K-POP image students many have
- Little work from home
- Long Commutes are normal

# Tokyo

- Working culture is very structured and hierarchical
- Long working hours, strong work ethic, punctuality, and commitment to work are valued
- Dress is formal
- Economic and cultural hub - making it very good for networking
- Culturally very different from Italy



## Top Industries

- Marketing
- Business Development
- Graphic Design
- Hospitality
- Publishing
- Information Technology

## Important Considerations

- It is important to follow cultural rules for politeness
- Working culture is very demanding



## On-site Internship Program



- + Internship Placement in industry of choice
- + Pre-departure support
- + Welcome Weekend and Orientation
- + High quality accommodation near public transportation
- + Transportation card to and from internship site
- + Diverse international student cohort
- + Cultural Activities, Day Trip and Weekend Trip
- + 24/7 support on-site
- + Farewell Event
- + Visa support (if applies)



## PROFESSIONAL DEVELOPMENT EVENTS

Career Development Workshops, Career Speakers, Company Visits



## DAY AND WEEKEND TRIPS

to exciting destinations with fellow program participants



## CULTURAL ACTIVITIES

to learn more about local traditions, food and more

## How am I matched with a company?



### The best match

*The Placement Team* will start matching your profile to our partner host companies that align with your profile, internship and career goals.



### Your internship placement

Once a company has reviewed your profile, *the Placement Team* will send you an email to provide you with further details about the company and job description, as well as schedule an interview if one is required.



### Internship confirmed

*Congratulations!* Your remote internship is confirmed. Time to finish up preparing for your international professional development experience.

# Available Industries

Accounting

Event Planning

Hospitality & Tourism

Non-profit

Advertising

Fashion

Human Resources

Pharmaceutical

Architecture

Finance

IT

Publishing

Art Gallery

Fintech

Journalism

Real Estate

Business Development

Game Management

Legal

Sports Management

Engineering

Graphic Design

Logistics

Sustainability

Entrepreneurship

Green Technology

Marketing

Video Production



# Internship examples – Robert



## Accounting, Tokyo

*Actus Tax Corporation is firm the offers Tax Accounting, System Consulting and HR Management. They support companies who intend to do business and invest in Japan. They assist with establishing businesses to expanding current operations.*

### Main job tasks:

- Read books and CCH binding service to understand Japanese Company Law, Japanese GAAP and tax system.
- Help in updating the “Doing Business Guide”
- Projects to understand Japanese financial statements
- Join cross border consulting projects and accounting services.



# Internship examples – Caryl



## Architecture, London

*Greig and Stephenson Architect's primary business focuses on retail and market led developments, refurbishments, urban regeneration schemes and master planning design.*

*Some of their projects include Borough Market, Camden Lock Market, ING Office, Tapas Brindisa Restaurant and Selfridges on Oxford Street.*

### Main job tasks:

- Working on design development, specification of materials, details, and planning drawings for architectural and landscaping proposals (2D AutoCAD drawings)
- Production of presentation information for meetings in Adobe InDesign
- Input to Design and Access Statement – diagrams and images (required for planning application)
- Participating in internal design team workshops

# Internship examples – Angel



## Business Development, Singapore

*Pand.ai is an artificial intelligence startup that specialises in deep natural language processing. They have developed the underlying algorithm that powers "smart chatbot" to understand the semantics of an entire sentence and retains contextual memory, thus making conversations more "human-like". They currently serving Global Fortune 500 companies across Asia.*

### Main job tasks:

- Analyzed the trends in the market and the company's strategy to identify new opportunities
- Supported the creation of presentations of new ideas and marketable materials
- Analyze consumer behavior and anticipate market trends to develop solutions to consumer problems and needs
- Perform and present competitor analysis to identify company surpass vs various industry's competitors

# Internship examples – Felicitas



## Business Development, Lisbon

*Unicorn Workspaces is a shared office provider that started in 2015 in Berlin and has grown up to 21 workspaces in 6 cities located in 2 countries. Mid 2019 the first two spaces outside Germany opened in Lisbon. Our mission is to provide companies with affordable offices at prime locations.*

### Main job tasks:

- Will work closely on special projects with internship supervisor.
- Reach out to businesses interested in using Unicorn Workspaces
- Analyze data and see where we are falling short and where we need to improve.
- Scout out new possible buildings for new Unicorn Workspaces.



# Internship examples – Colin



## Business Development, Seoul

ECPlaza is a trade partner website. They started as a B2B business site in 1996, EC Plaza has grown to No.1 Trade Leader providing online and offline service to over 1,000,000 members. Based on export marketing, we are operating not only B2B websites, EDI service and trade consulting but also offline trade-related services for SMEs.

### Main job tasks:

- Identify, reach out and communicate with international companies in order to build potential business partnerships.
- Translate emails and presentations to better represent the company and the CEO.
- Attend company meetings to discuss potential partnership hurdles / benefits and brainstorming communication strategies with my coworker.

# Internship examples – Teigan



## Event Planning, Lisbon

*IndyPop Records was created in 2016 by 3 like-minded, highly-motivated passionate individuals whose respective combined careers has covered the full scope of the music industry from songwriting, production, legalise, artwork through to the marketing, publishing & distribution of our products into the commercial market.*

### Main job tasks:

- Live event planning and public engagement (strategy and fan base building)
- Liaising directly with performers and vendors to ensure their needs are met and questions are answered in the lead up to the event
- Album marketing and stream boosting (online music magazines, blogs and other mediums)
- Promotion of events on online platforms.
- Merchandise marketing, selling and promoting at live events.



# Internship examples – Alaina



## Fashion, Paris

*Since 1980, when our first space opened in an art gallery on the Champs-Élysées, LECLAIREUR has been presenting designers with strong, unusual and rich approaches to their work. LECLAIREUR was quickly established as a visionary force in the world of fashion, lifestyle and design.*

*Today, with two destinations in Paris and one in Los Angeles, Leclaireur imagines experiential spaces, where creative registers merge to make each visit special and unforgettable.*

### Main job tasks:

- Sales and Merchandising - research retailers in the US for the French brand.
- Create a 30 day strategy for company TikTok
- Create proposals for the brand to expand in the US
- Shoot clothing items for the website, edit the website and assist with English translations

# Internship examples – Mariana



## Graphic Design, Madrid

*Biznaga Media is a creative & media agency focused on delivering real-time insights and results to agencies and brands.*

*Some of their clients include Chevrolet, Toyota, Office Depot, Brooks Brothers, Petco and Louis Vuitton.*

### Main job tasks:

- Document layout
- Materials Design
- Photo Editing

# Internship examples – Kerrie



## Journalism, Barcelona

*METAL was born in June 2006 in Barcelona as an independent publishing project with a curious eye and an international spirit, a heady mix of fashion, photography and art whose pages can boast some of the hottest talents of the moment.*

*METAL is published twice a year, is available in more than 25 countries and has positioned itself as an A-list magazine. Besides the print magazine, METAL also offer new and exclusive online content*

### Main job tasks:

- Review and edit work for editorial approval.
- Use all your findings to prepare clean, concise and factual articles.
- Keep records off all notes, interviews, and audio files.
- Create trustworthy relationships with contacts and sources for use in future research.
- Keep up-to-date on the latest news developments by attending events, studying different papers, opinion pieces, and social media.
- Collect, verify and decipher data.



# Internship examples – Emily



## Finance, London

*SB Capital Partners is a private investment office We invest into alternative asset classes including private equity, real estate and special situations. We invest our own principal capital for both capital protection and income.*

### Main job tasks:

- Preparing and maintain in-depth research analysis in various fields
- Liaising with clients and affiliates
- Assisting with relationship management and taking responsibility for setting up meetings and calls
- Preparing documentation

# Internship examples – Bobby



## Finance, London

*From Corporate Tax Planning to Accounting Services for Contractors or Charities, Devonshire Green is an accounting firm with over 90 years combined experience located in London and Kent, that specializes in lowering taxes for individuals, business owners, and small to medium sized enterprises.*

### Main job tasks:

- Compiling company cashbooks
- Completing company VAT returns
- Assisting with office admin such as: updating databases, preparing documentation/proposals for clients
- Shadowing colleagues and working alongside other team members



# Internship examples – Gina



## Green Technology, Singapore

*Blue Planet Environmental Solutions was founded in 2017 and is one of Asia's fastest-growing waste management companies. They lead the regional waste management markets, deploying technologies spanning the entire waste management value chain.*

*Blue Planet will contribute to fifteen of the seventeen United Nations Sustainable Development Goals either directly or indirectly.*

### Main job tasks:

- Manage and Monitor key ESG metrics from multiple sources within the organization and deliver a progress report on the performances;
- Calculate and assess project impact for Blue Planet companies and assist in developing project strategies for clients seeking sustainable waste management solutions;
- Support management team, facilitate new acquisitions and co-ordinate investor relations to demonstrate the performance of Blue Planet technologies;
- Manage and Update Blue Planet website and work with the communications team to regularly update and post on social media handles;

# Internship examples – Stefano



## Legal, Barcelona

*Lexidy's English speaking lawyers in Spain and Portugal offer international multi-disciplinary legal advice to individuals, companies, investors in national and international transactions. Our Services: Corporate, Immigration, Real Estate and Taxes.*

### Main job tasks:

- Working closely with our team and across legal service areas to improve our client communication.
- Processes and workflows connecting with clients in a more emotional way and tailored to identified buyer personas.
- There would also be ample opportunity to work directly with lawyers in helping in legal service delivery along their specific interest areas.



# Internship examples – Camilla



## Information Technology, Barcelona

*Through Markeeter's technology, customers can track visitors, chat with them and reduce 90% of human intervention while gaining customer satisfaction at the same time. It's a real A.I. platform to help your team to optimize your customer acquisition and retention processes.*

*They are specialized in: Startups, Business Intelligence, Big data, Machine Learning, ROI, Future, IoT, ChatBot, Machine Learning, customer engagement, cognitive, industry 4, AI, Customer Success, Automations and Customer Service.*

### Main job tasks:

- Develop new user-facing features
- Build reusable code and libraries for future use
- Ensure the technical feasibility of UI/UX designs
- Optimize application for maximum speed and scalability
- Participate in user research and interaction studies,
- Translate user stories and business requirements into effective designs.,
- Design sitemap, wireframes, prototypes and UI.
- Work with Visual Designers to evolve our brand identity style guide.
- Help instill a human-centered and collaborative culture in the company

# Internship examples – Gred



## Information Technology, Lisbon

*LIMSEN is a 2-partner led company specializing in the creation and management of construction digital models.*

*Drawing on our 20+ years of shared design experience, we develop custom-made BIM implementations, BIM Management Services and Model-based BoQs for the AEC Industry.*

### Main job tasks:

- Management of Construction Information (Asset Information Model). Use programming languages such as C, Python, SQL, HTML, CSS and JavaScript to develop cloud-based interfaces that connect different databases
- Implementation of Business Intelligence workflows
- working with one or more cloud providers (AWS, Azure, GCP)
- ability to turn business requirements into technical architectures



# Internship examples – TJ



## Marketing, Barcelona

*Barrio Digital is a collective of digital strategists, consultants and trainers.*

*The team is made up of ex-agency digital strategists, analysts and content specialists who left the big media world to become freelance consultants. Brilliant minds who now come together to work on projects, without the limitations of a 9-5 office.*

### Main job tasks:

Account management

- Digital project management through the project lifecycle
- Comprehensively research and analyse competitor activity

Business development

- Helping to develop regional plans for prospects
- Analysing possible needs to develop proposals
- Working with multiple markets to gather details needed to respond to large regional pitches
- Managing projects around business development or client growth



# Internship examples – Isabella



## Marketing, Paris

*Schoolab empowers organizations' talents to co-create business innovations with a positive impact. They help innovation projects grow with entrepreneurs and with companies. We use collaborative methods such as Design Thinking, Lean Startup and Agility.*

*Present in Paris, San Francisco and Ho Chi Minh City through Schoolab and RaiseLab, they're also in Normandy through MoHo.*

### Main job tasks:

- Support with Marketing materials and social media platforms (including Instagram, LinkedIn, Facebook & YouTube)
- Undertake interviews with relative participants such as startups
- Prepare newsletters and articles when required
- Refine the outreach strategy, identifying and contacting potential partners through social media, email, and over the phone

# Internship examples – Shrika



## Non-profit, Lisbon

*Reflora Initiative is an environmental startup that helps companies calculate and offset their CO2 emissions.*

*They help to decarbonize the world while supporting the transition of companies to a more sustainable business model, making decarbonization accessible to all and a carbon neutral economy possible.*

### Main job tasks:

- Streamlined customer relationship management (CRM) through operating systems such as Monday.com
- Conducted competitor product analysis to evaluate the strengths and weaknesses of specific marketing techniques
- Built marketing materials, including pamphlets and presentations, to advertise various carbon offset projects



# Internship examples – Townsend



## Non-profit, Singapore

*Global Platform for Sustainable Natural Rubber (GPSNR) is an international membership driven platform set up to define sustainability for the natural rubber value chain. It brings together various stakeholders to a common ground based on fairness, equity and environmental sustainability. Membership is diverse, and is open to everyone in the natural rubber industry.*

### Main job tasks:

- Support the design of communications assets around the General Assembly in July, including but not limited to toolkits, agendas, one on one member communications, resolutions, press releases and social media posts
- Lead the operations and logistics of a virtual event in mid July 2022, covering over 50+ stakeholders from across the natural rubber value chain
- Monitor the General Assembly calendar to ensure that all communications reach key audiences in a timely manner
- Assist the Communications and CRM teams in any other tasks related to the General Assembly

# Internship examples – Mariana



## Non-profit, Lisbon

*The Portuguese Association for Victim Support (APAV) is a private charitable organisation, recognised by law with a statutory objective to inform, protect and support citizens who have been victims of crime.*

*It is a non-profit organisation assisted by volunteers, which supports victims of crime, in a personal, sensitive and professional way, through the provision of free and confidential services. Founded on 25 June 1990, it has offices nationwide, with headquarters in Lisbon.*

### Main job tasks:

- Study the technical resource materials developed by APAV's the following issues: discrimination, violence, victim support, protection and promotion of human rights;
- Assist current researches related with our mission: support victims of crime (when these researches are taking place);
- Identification and networking with possible partner organisations;
- Identification and networking with foundations that may have an interest in funding projects in Europe;
- Preparation of contents for the English version of APAV website.



# Internship examples – Emma



## Pharma/Healthcare, Stockholm

*AlgoDx is a clinical-stage medical software company. They are dedicated to develop and implement clinically validated machine learning algorithms that save lives and reduce costs in healthcare.*

*AlgoDx AB is a privately-owned company associated to Uppsala University.*

### Main job tasks:

- Assist Chief Product Officer with a marketing plan for the U.S.
- Support Clinical Project Manager with setting up a pilot or a clinical trial in the U.S.
- Contributed to a clinical utility report by developing a literature review with the Chief Executive Officer.
- Aid Chief Operating Officer with creating a premarket notification for the FDA.



# Internship examples – Jule



## Videography, Barcelona

*Benditas Drinks is in a moment of full global expansion and we do not want to stop growing. On the one hand, in Spain you can already get our products in all Carrefour centers and we are already preparing to enter other supermarket chains in the Retail channel. In Hospitality, we are present in many bars and restaurants in Catalonia, Madrid and Andalusia, with the plan to be in every corner of the country this coming year.*

### Main job tasks:

- Being part of the team at the time of developing the communication strategy.
- Carry out the operations of the communication department at the art, visual level.
- Participate in the brand's shooting strategy and operations
- Participate in offline marketing activities: events, samplings.
- Understand and be part of the analysis of all marketing areas.

Just some of the host companies we work  
with and where students may be placed

THE LOCAL 

 CUSHMAN &  
WAKEFIELD



 Uniplaces

 SCANIA

 VIRTUSIZE























CLIFFORD  
CHANCE

MAISON KITSUNÉ  
PARIS



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**Q&A**