



CeleriTech  
innovating your business



# Celeritech Internship Program



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# Become a Celeritech Intern

- ❑ The Celeritech Internship Program is designed to bring highly qualified and motivated students with diverse backgrounds and innovative ideas into our organization to work on projects linked to our software solutions, business lines and to support the corporate functions of our company. Its main goal is to give successful candidates the opportunity to improve their analytical and technical skills in a challenging environment. Our aim is to attract and recruit the best talent in the world.





# Why choosing Celeritech?

- ❑ At Celeritech, we strive to ensure that all of our interns are qualified and capable of taking on the tasks necessary for their position, you will improve any academic background in your field such as computer science, engineering, sales, marketing, human resources, finance, laws among others. Additionally, your problem-solving skills will shine and you will learn how to think critically about technical issues.
- ❑ Innovating is among our core values, and interns will be responsible for completing various projects assigned by supervisors or team leaders during their time with us. They may also take part in research activities and help develop new ways of improving the way we work. Interns should be able to work independently as well as collaborate effectively with other members of the team to produce high quality results.
- ❑ Celeritech recognizes that interns have different capabilities and skill sets which may require special attention from supervisors or mentors when it comes to solving challenging problems. We encourage our interns to ask questions if they need guidance, express creativity in finding solutions, and take initiative in contributing ideas or suggesting improvements whenever possible. Do not be shy, we like curious people.
- ❑ Finally, you will be working with world class software solutions which will give you an edge in our really competitive world.

# Who can apply?

- ❑ Internships are open for students who:
  - Are enrolled in a full-time degree program (Bachelor, Master, PhD) for the duration of the internship in a field or discipline related to our work;
- ❑ Are available for a minimum internship duration of one month;
- ❑ Fluency in English is required. Knowledge of languages such as: French, Spanish, Russian, Arabic, Portuguese, and Chinese is desirable.
- ❑ Possess solid quantitative and IT skills;
- ❑ Demonstrate excellent drafting and communication skills;
- ❑ Are capable of working in a multicultural and international team environment.
- ❑ The majority of internships are based in United States of America and Venezuela. There is no age limit.



# When can I apply for an internship?

- ❑ We recruit interns on an on-going basis and applications are accepted throughout the year. You can apply anytime via our email [human.resources@celeritech.biz](mailto:human.resources@celeritech.biz).
- ❑ Internship start dates will be set based on your dates of availability and the Celeritech hiring teams' schedules: do not forget to specify the date and duration of your availability in the email.
- ❑ If your application is not successful, you are welcome to apply again the following year.

# Note to applicants

- ❑ Due to the high volume of applications received, Celeritech is not in a position to provide individual feedback. Therefore, only shortlisted candidates will be contacted by Human Resources for an interview. If you are not contacted within three months following your application's submission, you can assume your application has not been retained on this occasion and you can apply again next year. Please remember you will still need to be enrolled as a student during the internship period.



# What might it involve?

Examples of work entrusted to interns include:

- ❑ Participating in the preparation of studies and documents;
- ❑ Carrying out research and reviews of existing materials;
- ❑ Collecting, organizing and analyzing data;
- ❑ Contributing to the production of documents, working papers and publications resulting from the above activities, including drafting notes and preparing technical annexes;
- ❑ Participating in meetings and seminars;
- ❑ Contributing to the organization of events, communication, planning and evaluation.



# Selection process

- ❑ The selection process consists of four main stages: Your online (email) application and cover letter (addressed to the HR department); Pre-screening: all applications are screened by Human Resources and suitable candidates placed on a shortlist made available to Celeritech managers; Interview: hiring teams may invite candidates to an interview; Offer letter: if you are selected following an interview you will receive an e-mail with your internship offer letter from Human Resources.



# Internship duration

- ❑ The duration of the internship is for a period between one and six months (renewable for another six months up to a total of twelve months), on a full-time basis (40 hours per week). Celeritech encourages potential interns to pursue an internship of four months or more in order to make the best of their internship experience and gain meaningful insights.



# Step by step

- Basic concepts:
  - Intern
  - Contracting management
  - Human resources management
- Contracting management:
  - Send email with request for interns
  - Fill out the request form
  - Prepare internship plan
  - Intern Interview
- Human Resources Management:
  - Establishes contact with academic institutions
  - Intern Interview
  - Apply psychometric tests
  - If the intern is accepted, request administrative documents

# Questions:

- ❑ If you have questions, contact [human.resources@celeritech.biz](mailto:human.resources@celeritech.biz)

**ARE YOU  
AWESOME?**

**Join our team!**

