

**James Watterson**

Office/Network/SETRAC Grants Administrator  
Greensboro Area Convention & Visitors Bureau  
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**Intern for Sales Department**

Research, for groups and organizations for past experiences, pick up, rfp's, key facilities and events in Greensboro, help with data for blitz, help with cluster meetings and hotel bureau meetings. They could also volunteer to help with events. Assist with Mailings, updating list, etc.

**Intern for Marketing Department**

Contact and work with clients to keep information in databases accurate and up-to-date. Assist in developing presence on social networking web sites. Conduct research and contribute ideas to improve current Marketing initiatives. Assist Marketing Department, Sales Managers and Services Department in various projects and tasks when help is needed.

**Intern for Services Department**

Work with clients to fulfill specific convention/meeting needs. Review and maintain housing database for various events. Provide and distribute city information to the hotel and attraction community. Work with volunteers at various events.