



Internship Description

Title: Perfecta Aviation Internship <http://perfectaair.com/>

Job Description: Perfecta Aviation seeks a veteran intern to intern with Perfecta Aviation, a SDVOSB, with offices in Old Town Alexandria. This intern will be trained and perform the routine administrative duties required of a small, cleared defense contractor. These duties will include but are not limited to: Payroll, Benefits administration, Cash Flow Analysis, Spend Tracking, Contract Program Management, Profit and Loss Analysis, Notary Functions (credentials will be provided), Government Compliance Documentation, and Corporate Scheduling.

Qualifications: Request student veterans seeking to gain related work experience in the fields of: Business Administration, Management, Accounting or Entrepreneurship. (This internship is only open to Student Veterans: those students returning back to school using their GI Bill, after having served their country through military service).

Required Documents: Resume, Copy of Transcript (Can be an unofficial copy), Copy of DoD Certificate of Release or Discharge from Active Duty (DD214 Member 4 or equivalent), 2 recommendation letters from non-family members

Send to: Internships@Aurora4Vets.org

Aurora Point of Contact: Ellen Hembree
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