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# Apply Now!

## Business Process and Data Intern

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### Perdido Title Solutions is Hiring



**Business Process and Data Intern**  
**Fall 2026: 20+ hours/week**  
**Spring 2027: 20+ hours/week**

Seeking a motivated and detail-oriented Business Process and Data Intern to help in data processing, technology systems, and operational workflows.

If your career goals include roles such as Business Analyst, Data Analyst, Information Systems Specialist, or Operations Manager, this internship provides hands-on experience in data management, business operations, information systems, and process improvement while helping you develop technical and analytical skills while you complete your UWF degree.

Apply today using the QR Code or visit our website:  
[uwf.edu/WorkforceDevelopment](http://uwf.edu/WorkforceDevelopment)

The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development. Email: [workforcedevelopment@uwf.edu](mailto:workforcedevelopment@uwf.edu)





# Business Process and Data Intern

## Job Summary

The Business Process and Data Intern supports business operations through data entry, document management, and electronic record maintenance. This internship provides students with practical experience in information systems, business processes, data integrity, and operational workflows. The Intern will work with company databases and software platforms while developing technical and analytical skills applicable to careers in information systems, analytics, operations, and business administration.

## Job Responsibilities

- Enter, review, and update information within company databases and software systems.
- Scan, upload, organize, and maintain electronic records and documentation.
- Verify data accuracy and identify discrepancies or inconsistencies.
- Assist with document management and workflow tracking processes.
- Generate reports, spreadsheets, and summaries to support business operations.
- Support software implementation, testing, and system improvements.
- Troubleshoot minor technical issues and escalate concerns when appropriate.
- Maintain document naming conventions and filing standards.
- Assist departments with technology-related administrative tasks.
- Ensure compliance with company confidentiality and data security policies.
- Participate in process improvement initiatives to increase operational efficiency.
- Support special projects and data-related assignments as needed.

## Qualifications

- Full time UWF students majoring in MIS, IT, Business Analytics and Cyber Security
- Experience using Microsoft Office applications, particularly Excel and Word.
- Strong attention to detail and organizational skills.
- Ability to learn new software systems quickly.
- Excellent time management and problem-solving abilities.
- Ability to handle sensitive information with confidentiality.