

# R Mo LLC

Government Certifications  
& Contracts Bidding



## INTERN JOB DESCRIPTION

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### About R Mo LLC:

Since Fall 2011 **R MO LLC** has been assisting small and medium businesses to obtain **government certifications**. We analyze client qualifications and determine the eligible certifications. We work closely with each client and compile applications and documentation with attention to detail. We represent the client providing application and necessary documents to the certifying council; coordinating site visits and obtaining certifications. In addition to getting our clients certified, we also research and bid on contracts and RFP's that are applicable to client's line of business.

### Description:

As an intern at R Mo LLC you will work with different government entities and learn how they work with small/medium size businesses. You will have the opportunity to work directly with clients. As an intern you will work closely with the CEO/President of the company and have the opportunity to attend various networking events in the area.

***Prefer local candidates from San Ramon/Danville/Dublin/Pleasanton areas.***

### Responsibilities:

- \*Work with individual clients to complete vendor registrations
- \*Create and maintain excel sheets for various projects
- \*Maintain client correspondence
- \*Create CDs of documents to be sent to clients
- \*Network with clients and other agencies
- \*Provide support as requested by the team

### Qualifications/Skills Required:

- \*Proficient in MS Office Word/Excel/PowerPoint
- \*Strong organizational and communication skills
- \*Proficient English skills
- \*Flexible and eager to learn new things
- \*Possessing good team spirit
- \*Ability to work independently

### Contact Info:

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