

## Project Specialist – Intern

Sync Layer, Inc. is a small entrepreneurial company in Fairfax, VA specializing in developing innovative software products for law enforcement. For additional information, go to [www.SyncLayerInc.com](http://www.SyncLayerInc.com) and [www.SyncArena.com](http://www.SyncArena.com).

We are looking for a project specialist who is currently pursuing a degree in Criminology, Business, Technical Writing, Communications, or a related field to provide administrative and customer support. You must be self-motivated and interested in working in a start-up environment. The project specialist will report directly to the COO and will provide support to all functions within the organization (technical, accounting, business development, programs, etc.).

Responsibilities include but are not limited to:

- Draft training materials, including a user manual, tutorial video scripts, etc.
- Provide superior customer support in person and by email
- Recognize customer pain points and proposing solutions
- Aid the business development team in creating video demos
- Produce quarterly reports for customers
- Occasional tower dump or other case analysis
- Occasional filing and accounting tasks

Mandatory Skills:

- Must be able and willing to learn new programs and skills quickly
- Superior verbal and written communication skills
- Extensive experience using Microsoft Office Suite programs
- Ability to research any topic using the Internet
- Sound judgment in the planning and execution of tasks
- Respond well to leadership and direction
- Detail oriented and organized
- Self-motivated and adaptable
- Results oriented team player
- Excellent problem-solving and analytical skills

Desired Skills:

- Experience with QuickBooks
- Previous work with law enforcement
- Public speaking abilities

Hiring immediately. Please submit resume, salary requirement, and potential start date to: [management@synclayerinc.com](mailto:management@synclayerinc.com).