**Executive Summary and Project Hand Off**

 My project at Advocate Aurora Health was to clean up data on Salesforces. My preceptor and I were talking about the process and trying to find an easy way that’s does not take time. I did discuss the process with my preceptor Kirsten to see how I can start the project. The project has many duplicates and missing contact information. The whole data is about more than 5000 contacts information.

 First, I did upload the missing data to Salesforce Kirsten taught me how I used Salesforce and upload the files after having an issue login in by my user. I did upload them by a small number to make sure I did them correctly.

 Second, I did start merging the data as Kirsten taught me. I was working on it by the page number that was confusing me. I was confused when I was doing it by the page number. Then, I did change my plan to go by the latter. I found that helpful. The biggest issue was some of the contacts have more than 50 contacts information, so I have to check on them to see if they are duplicates or not. So, I have to clean them as well and continue to merge the data. Working on it by the latter makes it easier and not confused anymore.

 Finally, this project was a challenge at first. I’m proud of myself that I can be responsible for what I’m doing, and I can count on myself as a leader. The work improves and gains me many skills that will be helpful in my career.

**Hand off Plan**

 As my internship comes to an end, my project will be handed over to Kirsten my preceptor. Then, they will upload the files project names as we already talked about it with Michael by the support team.