

High School  
Graduation Project  
Career Component  
Resource Guide

Last updated July 10, 2001

This resource guide is a listing of organizations that have already agreed to help students with the career component of the graduation project. You may call these people and interview them for help with your project.

Along with the organization and contact names, this guide also includes bus route information so that you know which buses can take you to your interview. For bus time schedules, please go to [www.portauthority.org](http://www.portauthority.org) and choose the bus route you need for the most current time schedule.

We've also listed some additional

services the organization may be able to provide – like computer access or internships.

Finally, you'll see that the organizations are listed twice, first by type (legal, accounting, etc.) and then by location (downtown, North Side, East part of the city).

Be sure to visit [www.graduationprojecthelp.com](http://www.graduationprojecthelp.com) for additional information.

We wish you luck as you complete your Graduation Project!

**REMEMBER – Relax and Have Fun! This will be a Great Experience!!**



# Organizations Listed By Type

## Accounting

### **Bookminders, Inc.**

700 River Avenue, Suite 100  
Pittsburgh, PA 15212  
Phone: 412-323-2665 Fax: 412-323-1265  
Web: [www.bookminders.com](http://www.bookminders.com)  
Hours of Operation: 9:00 am – 5:00 pm  
Contact Name: Tom Joseph  
Contact Phone: 412-323-2665  
Bus Routes from Oliver: 17B, 18B, or 18C  
Bus Routes from Westinghouse: EBA or EBX/transfer to 17B, 18B, 18C

### **Grossman Yanak & Ford LLP**

Three Gateway Center  
Pittsburgh, PA 15222  
Phone: 412-338-9300 Fax: 412-338-9305  
Contact Name: Melissa Bizyak  
Contact Phone: 412-338-9300  
Bus Routes from Oliver: 17 B, 18 B, or 18 C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

### **IRS**

1000 Liberty Avenue  
Pittsburgh, PA 15222  
Phone: 412-395-5627 Fax: 412-395-4673  
E-Mail: [thomas.a.britt@irs.gov](mailto:thomas.a.britt@irs.gov)  
Web: [www.hq.irs.gov](http://www.hq.irs.gov)  
Hours of Operation: 8:00 am – 4:30 pm  
Contact Name: Thomas A. Britt  
Contact Phone: 412-395-5627

### **IRS (cont.)**

Bus Routes from Oliver: 17 B, 18 B, or 18 C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

## Arts Organizations

### **Pittsburgh Symphony**

600 Penn Avenue, Heinz Hall for the Performing Arts  
Pittsburgh, PA 15222  
Phone: 412-392-4846 Fax: 412-392-4877  
E-Mail: [mgay@pittsburghsymphony.org](mailto:mgay@pittsburghsymphony.org)  
Web: [www.pittsburghsymphony.org](http://www.pittsburghsymphony.org)  
Hours of Operation: 8:30 am – 5:00 pm  
Contact Name: Monica Manes Gay  
Contact Phone: 412-392-4846  
Other Opportunities Available: Volunteer Opportunities  
Bus Routes from Oliver: 17 B, 18 B, or 18 C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

## Child Care

### **Dottie's Place**

1128 Ross Avenue  
Wilkinsburg, PA 15221  
Phone: 412-241-3335  
Contact Name: Dot Willis  
Contact Phone: 412-241-3335  
Bus Routes from Oliver: 17B, 18B or 18C/transfer to 67A, 501, or 77B  
Bus Routes from Westinghouse: 77B, 78E or 67A

## Churches

### **Laketon Heights United Methodist Church**

PO Box 17488

Penn Hills, PA 15235

Phone: 412-243-9170

Contact Name: Dr. Kincaid, Minister

Contact Phone: 412-243-9170

Bus Routes from Oliver: 17B, 18B or 18C/transfer to 77B or 67A

Bus Routes from Westinghouse: 77B, 78E or 67A

## Construction

### **Michael Baker Corporation**

420 Rouser Road, Airport Office Park, Building Three

Coraopolis, PA 15108

Phone: 412-269-2007

E-Mail: mfredrick@mbakercorp.com

Hours of Operation: 8:00 am – 5:00 pm

Contact Name: Melissa Fredrick

Contact Phone: 412-269-2007

Other Opportunities Available: Summer Employment, Internships

Bus Routes from Oliver: 17B, 18B, or 18C/transfer to 21B or 21F

Bus Routes from Westinghouse: EBA or EBX/transfer to 21B or 21F

## Education

### **Elderhostel**

5725 Forward Avenue, Suite 200

Pittsburgh, PA 15217

Phone: 412-422-2060 Fax: 412-422-1909

Hours of Operation: 8:30 am – 5:00 pm

### **Elderhostel (cont.)**

E-Mail: jlulrich@frontiernet.net

Web: www.elderhostel.org

Contact: Joey-Linn H. Ulrich

Contact Phone: 412-422-1899

Other Opportunities Available: Internships, Volunteer Opportunities

Bus Routes from Oliver: 17 B, 18 B, or 18 C/transfer to 501 or 67H

Bus Routes from Westinghouse: 74A

### **University of Pittsburgh Study Abroad Program**

802 William Pitt Union

Pittsburgh, PA 15260

Phone: 412-383-7163 Fax: 412-383-7166

Contact: Elizabeth Royal

Contact Phone: 412-383-7163

Bus Routes from Oliver: 501 or 54C

Bus Routes from Westinghouse: 77U or 67A

## Health Care

### **Aetna Inc.**

5313 Campbells Run Road

Pittsburgh, PA 15205

Phone: 412-747-4161 Fax: 412-788-5067

E-Mail: sciullorr@aetna.com

Web: www.aetnaushc.com

Hours of Operation: 8:00 am – 5:00 pm

Contact Name: Becky Sciuillo

Contact Phone: 412-747-4161

Bus Routes from Oliver: 17B, 18B or 18C/transfer to 26A, 26D or 31A

Bus Routes from Westinghouse: EBA or EBX/transfer to 26A, 26D or 31A

## Journalism



### **KDKA-TV**

One Gateway Center

Pittsburgh, PA 15222

Phone: 412-575-2274 Fax: 412-575-2276

E-Mail: rosenberg@kdka.com

Web: www.kdka.com

Hours of Operation: 9:00 am – 5:00 pm

Contact: Evan Rosenberg

Contact Phone: 412-575-2274

Bus Routes from Oliver: 17B, 18B or 18 C

Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

### **Pittsburgh Tribune-Review**

503 Martindale Street, DL Clark Building

Pittsburgh, PA 15212

Phone: 412-320-7916 Fax: 412-320-7965

E-Mail: bfryer@tribweb.com

Web: www.pittsburghlive.com

Hours of Operation: 8:00 am – Midnight

Contact: Robert Fryer, Managing Editor

Contact Phone: 412-320-7916

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA or EBX/transfer 17B, 18B or 18C

## Legal



### **District Justice Magistrate Office**

1013 Lincoln Avenue

Pittsburgh, PA 15208

Phone: 412-661-8829

Contact: Edward Tibbs, Judge

### **District Justice Magistrate Office (cont.)**

Contact Phone: 412-661-8829

Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA or EBX

### **Ombres Law Offices**

100 North Braddock, Suite 200

Pittsburgh, PA 15208

Phone: 412-247-0500 Fax: 412-247-3655

Email: rsom8@earthlink.net

Hours of Operation: 9:00 am – 6:00 pm

Contact: Richard S. Ombres

Contact Phone: 412-247-0300

Other Opportunities Available: Internships, Volunteer

Opportunities, Part-Time Employment

Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA or EBX/86A, 86B or 88A

### **The Honorable Cynthia A. Baldwin, Judge, Court of Common Pleas**

820 City-County Building

414 Grant Street

Pittsburgh, PA 15219

Phone: 412-350-3833 Fax: 412-350-6003

Hours of Operation: 8:30 am – 5:00 pm

Contact: William F. Caye, Esq.

Contact Phone: 412-350-3833

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

### **Thomas Pandaleon, Attorney**

6824 Thomas Boulevard

Pittsburgh, PA 15208

Phone: 412-441-2599 Fax: 412-441-7753

E-Mail: tompgh@aol.com

### **Thomas Pandaleon, Attorney (cont.)**

Hours of Operation: 9:00 am – 5:00 pm

Contact: Thomas Pandaleon

Contact Phone: 412-441-2599

Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA or EBX/86A, 86B or 88A

### Photography



### **Photo Antiquities Museum of Photographic History**

531 East Ohio Street

Pittsburgh, PA 15212

Phone: 412-231-7881 Fax: 412-231-1217

Web: [www.photoantiquities.org](http://www.photoantiquities.org)

Hours of Operation: 10:00 am – 5:00 pm

Contact: Daniel P. Ambrose

Contact Phone: 412-231-7881

Other Opportunities Available: Internships, Volunteer Opportunities

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA or EBX/transfer 17B, 18B or 18C

### Public Service



### **City of Pittsburgh Bureau of Police**

100 Grant Street

Pittsburgh, PA 15219

Phone: 412-255-2814 Fax: 412-255-2909

Contact Name: Commander Linda Barone or Sargent Amanda Thomas

Contact Phone: 412-255-2814

Other Opportunities Available: Shadowing Program

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

### **Pittsburgh Bureau of Fire**

100 Grant Street, Sixth Floor

Pittsburgh, PA 15219

Phone: 412-255-2870 Fax: 412-255-8839

E-Mail: [peter.micheli@city.pittsburgh.pa.us](mailto:peter.micheli@city.pittsburgh.pa.us)

Hours of Operation: 8:00 am – 4:30 pm

Contact: Peter J. Micheli, Jr., Fire Chief

Contact Phone: 412-255-2870

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

### Real Estate



### **A&L Rentals**

719 Wallace

Wilkinsburg, PA 15221

Phone: 412-580-2564

Contact: Alvin Smith, Real-Estate Investor

Contact Phone: 412-580-2564

Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA, EBX, 67A/501

Bus Routes from Westinghouse: EBA, EBX, 77B or 67A

### Retail



### **Noble Designs**

315 Hastings Street

Pittsburgh, PA 15206-4503

Phone: 412-441-1210 Fax: 412-441-6122

E-Mail: [rjnoble315@hotmail.net](mailto:rjnoble315@hotmail.net)

Hours of Operation: 10:00 am – 5:00 pm

Contact: Rebecca Noble

Contact Phone: 412-441-1210

Other Opportunities Available: Internships

### **Noble Designs (cont.)**

Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX  
Bus Routes from Westinghouse: EBA or EBX/86A, 86B or 88A

### **Wood Street Emporium**

1019 Wood Street  
Wilkinsburg, PA 15221  
Phone: 412-241-8170  
Contact Name: Tina Stevens  
Contact Phone: 412-241-8170  
Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA or EBX  
Bus Routes from Westinghouse: EBA or EBX/86A, 86B or 88A

### Service Organizations



#### **A Second Chance, Inc.**

204 North Highland Avenue  
Pittsburgh, PA 15206  
Phone: 412-665-6114 or 412-665-2300 Fax: 412-665-2333  
E-Mail: sharonm@secondchance-kinship.com  
Web: www.asecondchance-kinship.com  
Hours of Operation: 8:30 am – 4:30 pm  
Contact: Sara Adams  
Contact Phone: 412-665-6208  
Other Opportunities Available: Summer Employment, Internships,  
Volunteer Opportunities, Part-Time Employment, Access to Computers  
Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX  
Bus Routes from Westinghouse: EBA, EBX, 67A or 77B

#### **Every Child, Inc.**

6401 Penn Avenue, Suite 300  
Pittsburgh, PA 15206  
Phone: 412-665-0600 Fax: 412-665-0755  
E-Mail: everych98@aol.com

### **Every Child Inc. (cont.)**

Web: www.everychildinc.org  
Hours of Operation: 8:30 am – 5:00 pm  
Contact: Carol Strone  
Contact Phone: 412-665-0600  
Other Opportunities Available: Internships, Volunteer  
Opportunities, Part-Time Employment  
Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX  
Bus Routes from Westinghouse: EBA, EBX, 67A or 77B

### **Family Resources**

141 South Highland Avenue  
Pittsburgh, PA 15206  
Phone: 412-363-1702 Fax: 412-363-1724  
E-Mail: af@telerama.com  
Web: www.trfn.clpgh.org/familyresources  
Hours of Operation: 9:00 am – 5:00 pm  
Contact: Andi Fischhoff  
Contact Phone: 412-363-1702  
Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX  
Bus Routes from Westinghouse: EBA, EBX, 67A or 77B

### **FamilyLinks**

250 Shady Avenue  
Pittsburgh, PA 15206  
Phone: 412-661-1800 Fax: 412-661-4116  
E-Mail: bharris@familylinks.org  
Hours of Operation: 9:00 am – 9:00 pm  
Contact: Barnett Harris  
Contact Phone: 412-661-1800 x147  
Other Opportunities Available: Internships, Volunteer  
Opportunities, Access to Computers  
Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX  
Bus Routes from Westinghouse: EBA, EBX, 67A or 77B

### **Komen Pittsburgh Race for the Cure**

1620 Murray Avenue  
Pittsburgh, PA 15217  
Phone: 412-521-2873 Fax: 412-421-1121  
E-Mail: race4cure@aol.com  
Web: www.pittsburghraceforthecure.org  
Hours of Operation: 9:00 am – 4:00 pm  
Contact: Laurie S. Moser  
Contact Phone: 412-521-2873 x16  
Other Opportunities Available: Volunteer Opportunities  
Bus Routes from Oliver: 501/17B, 18B, or 18C/transfer to 67H  
Bus Routes from Westinghouse: 74A

### **Leadership Pittsburgh Inc.**

425 Sixth Avenue, Suite 701  
Pittsburgh, PA 15219-1813  
Phone: 412-392-4505 Fax: 412-392-4559  
E-Mail: info@lpinc.org  
Web: www.lpinc.org  
Hours of Operation: 8:30 am – 5:00 pm  
Contact: Seth Hufford  
Contact Phone: 412-392-4505 x4503  
Other Opportunities Available: Summer Employment, Internships,  
Volunteer Opportunities, Access to Computers  
Bus Routes from Oliver: 17B, 18B or 18C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B or 88A

### **Make-A-Wish Foundation**

555 Grant Street, Suite 425  
Pittsburgh, PA 15219  
Phone: 412-471-9474 Fax: 412-471-9705  
E-Mail: mgarger@wish.org  
Web: www.wish.org/westernpa  
Hours of Operation: 8:30 am – 5:30 pm  
Contact: Marcie Garger

### **Make-A-Wish Foundation (cont.)**

Contact Phone: 412-471-9474  
Other Opportunities Available: Volunteer Opportunities  
Bus Routes from Oliver: 17B, 18B or 18C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B or 88A

## Technology



### **Stargate, Inc.**

40 24<sup>th</sup> Street  
Pittsburgh, PA 15222  
Phone: 412-316-7812  
Contact: Jonathan Rosenson, Director of Strategic Initiatives  
Contact Phone: 412-316-7812  
Bus Routes from Oliver: 17B, 18B or 18C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B or 88A

## Telecommunications



### **AT&T Broadband**

300 Corliss Street  
Pittsburgh, PA 15220  
Phone: 412-875-1348 Fax: 412-875-1366  
E-Mail: preston.felisa@broadband.att.com  
Hours of Operation: 8:00 am – 6:00 pm  
Contact: Felisa Preston  
Contact Phone: 412-875-1366  
Other Opportunities Available: Internships  
Bus Routes from Oliver: 17B, 18B or 18C/transfer to 26A, 26D or 31A  
Bus Routes from Westinghouse: EBA or EBX/transfer to 26A, 26D or 31A

# Organizations Listed by Area

City - East →

## **A Second Chance, Inc.**

204 North Highland Avenue

Pittsburgh, PA 15206

Phone: 412-665-6114 or 412-665-2300 Fax: 412-665-2333

E-Mail: sharonm@secondchance-kinship.com

Web: www.asecondchance-kinship.com

Hours of Operation: 8:30 am – 4:30 pm

Contact Name: Sara Adams

Contact Phone: 412-665-6208

Other Opportunities Available: Summer Employment, Internships, Volunteer Opportunities, Part-Time Employment, Access to Computers

Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA, EBX, 67A or 77B

## **A&L Rentals**

719 Wallace

Wilkinsburg, PA 15221

Phone: 412-580-2564

Contact Name: Alvin Smith, Real-Estate Investor

Contact Phone: 412-580-2564

Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA, EBX, 67A/501

Bus Routes from Westinghouse: EBA, EBX, 77B or 67A

## **District Justice Magistrate Office**

1013 Lincoln Avenue

Pittsburgh, PA 15208

Phone: 412-661-8829

Contact Name: Edward Tibbs, Judge

## **District Justice Magistrate Office (cont.)**

Contact Phone: 412-661-8829

Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA or EBX/86A, 86B or 88A

## **Dottie's Place**

1128 Ross Avenue

Wilkinsburg, PA 15221

Phone: 412-241-3335

Contact Name: Dot Willis

Contact Phone: 412-241-3335

Bus Routes from Oliver: 17B, 18B or 18C/transfer to 67A, 501, or 77B

Bus Routes from Westinghouse: 77B, 78E or 67A

## **Elderhostel**

5725 Forward Avenue, Suite 200

Pittsburgh, PA 15217

Phone: 412-422-2060 Fax: 412-422-1909

E-Mail: jlulrich@frontiernet.net

Web: www.elderhostel.org

Hours of Operation: 8:30 am – 5:00 pm

Contact Name: Joey-Linn H. Ulrich

Contact Phone: 412-422-1899

Other Opportunities Available: Internships, Volunteer Opportunities

Bus Routes from Oliver: 17 B, 18 B, or 18 C/transfer to 501 or 67H

Bus Routes from Westinghouse: 74A

## **Every Child, Inc.**

6401 Penn Avenue, Suite 300

Pittsburgh, PA 15206

Phone: 412-665-0600 Fax: 412-665-0755

E-Mail: everych98@aol.com

Web: www.everychildinc.org

Hours of Operation: 8:30 am – 5:00 pm

Contact Name: Carol Strone

**Every Child, Inc. (cont.)**

Contact Phone: 412-665-0600

Other Opportunities Available: Internships, Volunteer Opportunities, Part-Time Employment

Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA, EBX, 67A or 77B

**Family Resources**

141 South Highland Avenue

Pittsburgh, PA 15206

Phone: 412-363-1702 Fax: 412-363-1724

E-Mail: af@telerama.com

Web: [www.trfn.clpgh.org/familyresources](http://www.trfn.clpgh.org/familyresources)

Hours of Operation: 9:00 am – 5:00 pm

Contact Name: Andi Fischhoff

Contact Phone: 412-363-1702

Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA, EBX, 67A or 77B

**FamilyLinks**

250 Shady Avenue

Pittsburgh, PA 15206

Phone: 412-661-1800 Fax: 412-661-4116

E-Mail: [bharris@familylinks.org](mailto:bharris@familylinks.org)

Hours of Operation: 9:00 am – 9:00 pm

Contact Name: Barnett Harris

Contact Phone: 412-661-1800 x147

Other Opportunities Available: Internships, Volunteer Opportunities, Access to Computers

Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA, EBX, 67A or 77B

**Komen Pittsburgh Race for the Cure**

1620 Murray Avenue

Pittsburgh, PA 15217

**Komen Pittsburgh Race for the Cure (cont.)**

Phone: 412-521-2873 Fax: 412-421-1121

E-Mail: [race4cure@aol.com](mailto:race4cure@aol.com)

Web: [www.pittsburghraceforthecure.org](http://www.pittsburghraceforthecure.org)

Hours of Operation: 9:00 am – 4:00 pm

Contact Name: Laurie S. Moser

Contact Phone: 412-521-2873

Other Opportunities Available: Volunteer Opportunities

Bus Routes from Oliver: 501/17B, 18B, or 18C/transfer to 67H

Bus Routes from Westinghouse: 74A

**Laketon Heights United Methodist Church**

PO Box 17488

Penn Hills, PA 15235

Phone: 412-243-9170

Contact Name: Dr. Kincaid, Minister

Contact Phone: 412-243-9170

Bus Routes from Oliver: 17B, 18B or 18C/transfer to 77B or 67A

Bus Routes from Westinghouse: 77B, 78E or 67A

**Noble Designs**

315 Hastings Street

Pittsburgh, PA 15206-4503

Phone: 412-441-1210 Fax: 412-441-6122

E-Mail: [rjnoble315@hotmail.net](mailto:rjnoble315@hotmail.net)

Hours of Operation: 10:00 am – 5:00 pm

Contact Name: Rebecca Noble

Contact Phone: 412-441-1210

Other Opportunities Available: Internships

Bus Routes from Oliver: 501/17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA or EBX/86A, 86B or 88A

**Ombres Law Offices**

100 North Braddock, Suite 200

Pittsburgh, PA 15208

**Ombres Law Offices (cont.)**

Phone: 412-247-0500 Fax: 412-247-3655

E-Mail: rsom8@earthlink.net

Hours of Operation: 9:00 am – 6:00 pm

Contact Name: Richard S. Ombres

Contact Phone: 412-247-0300

Other Opportunities Available: Internships, Volunteer Opportunities, Part-Time Employment

Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA or EBX/86A, 86B or 88A

**Thomas Pandaleon, Attorney**

6824 Thomas Boulevard

Pittsburgh, PA 15208

Phone: 412-441-2599 Fax: 412-441-7753

E-Mail: tompgh@aol.com

Hours of Operation: 9:00 am – 5:00 pm

Contact Name: Thomas Pandaleon

Contact Phone: 412-441-2599

Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA or EBX/86A, 86B or 88A

**Study Abroad Department of the Univ. of Pittsburgh**

802 William Pitt Union

Pittsburgh, PA 15260

Phone: 412-383-7163 Fax: 412-383-7166

Contact Name: Elizabeth Royal

Contact Phone: 412-383-7163

Bus Routes from Oliver: 501 or 54C

Bus Routes from Westinghouse: 77U or 67A

**Wood Street Emporium**

1019 Wood Street

Wilkinsburg, PA 15221

Phone: 412-241-8170

**Wood Street Emporium (cont.)**

Contact Name: Tina Stevens

Contact Phone: 412-241-8170

Bus Routes from Oliver: 17B, 18B or 18C/transfer to EBA or EBX

Bus Routes from Westinghouse: EBA or EBX/86A, 86B or 88A

**City - West****Aetna Inc.**

5313 Campbells Run Road

Pittsburgh, PA 15205

Phone: 412-747-4161 Fax: 412-788-5067

E-Mail: sciullorr@aetna.com

Web: www.aetnaushc.com

Hours of Operation: 8:00 am – 5:00 pm

Contact Name: Becky Sciuillo

Contact Phone: 412-747-4161

Bus Routes from Oliver: 17B, 18B or 18C/transfer to 26A, 26D or 31A

Bus Routes from Westinghouse: EBA or EBX/transfer 26A, 26D or 31A

**AT&T Broadband**

300 Corliss Street

Pittsburgh, PA 15220

Phone: 412-875-1348 Fax: 412-875-1366

E-Mail: preston.felisa@broadband.att.com

Hours of Operation: 8:00 am – 6:00 pm

Contact Name: Felisa Preston

Contact Phone: 412-875-1366

Other Opportunities Available: Internships

Bus Routes from Oliver: 17B, 18B or 18C/transfer to 26A, 26D or 31A

Bus Routes from Westinghouse: EBA or EBX/transfer 26A, 26D or 31A

**Michael Baker Corporation**

420 Rouser Road, Airport Office Park, Building Three

**Michael Baker Corporation (cont.)**

Coraopolis, PA 15108

Phone: 412-269-2007

E-Mail: mfredrick@mbakercorp.com

Hours of Operation: 8:00 am – 5:00 pm

Contact Name: Melissa Fredrick

Contact Phone: 412-269-2007

Other Opportunities Available: Summer Employment, Internships

Bus Routes from Oliver: 17B, 18B, or 18C/transfer to 21B or 21F

Bus Routes from Westinghouse: EBA or EBX/transfer to 21B or 21F

**Downtown****City of Pittsburgh Bureau of Police**

100 Grant Street

Pittsburgh, PA 15219

Phone: 412-255-2814 Fax: 412-255-2909

Contact: Commander Linda Barone or Sargent Amanda Thomas

Contact Phone: 412-255-2814

Other Opportunities Available: Shadowing Program

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**Grossman Yanak & Ford LLP**

Three Gateway Center

Pittsburgh, PA 15222

Phone: 412-338-9300 Fax: 412-338-9305

Contact Name: Melissa Bizyak

Contact Phone: 412-338-9300

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**IRS**

1000 Liberty Avenue

**IRS (cont.)**

Pittsburgh, PA 15222

Phone: 412-395-5627 Fax: 412-395-4673

E-Mail: thomas.a.britt@irs.gov

Web: www.hq.irs.gov

Hours of Operation: 8:00 am – 4:30 pm

Contact Name: Thomas A. Britt

Contact Phone: 412-395-5627

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**KDKA-TV**

One Gateway Center

Pittsburgh, PA 15222

Phone: 412-575-2274 Fax: 412-575-2276

E-Mail: rosenberg@kdka.com

Web: www.kdka.com

Hours of Operation: 9:00 am – 5:00 pm

Contact Name: Evan Rosenberg

Contact Phone: 412-575-2274

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**Leadership Pittsburgh Inc.**

425 Sixth Avenue, Suite 701

Pittsburgh, PA 15219-1813

Phone: 412-392-4505 Fax: 412-392-4559

E-Mail: info@lpinc.org, Web: www.lpinc.org

Hours of Operation: 8:30 am – 5:00 pm

Contact Name: Seth Hufford

Contact Phone: 412-392-4505 x4503

Other Opportunities Available: Summer Employment, Internships, Volunteer Opportunities, Access to Computers

Bus Routes from Oliver: 17B, 18B or 18C

Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**Make-A-Wish Foundation**

555 Grant Street, Suite 425  
Pittsburgh, PA 15219  
Phone: 412-471-9474 Fax: 412-471-9705  
E-Mail: mgarger@wish.org  
Web: www.wish.org/westernpa  
Hours of Operation: 8:30 am – 5:30 pm  
Contact Name: Marcie Garger  
Contact Phone: 412-471-9474  
Other Opportunities Available: Volunteer Opportunities  
Bus Routes from Oliver: 17B, 18B or 18C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**Pittsburgh Bureau of Fire**

100 Grant Street, Sixth Floor  
Pittsburgh, PA 15219  
Phone: 412-255-2870 Fax: 412-255-8839  
E-Mail: peter.micheli@city.pittsburgh.pa.us  
Hours of Operation: 8:00 am – 4:30 pm  
Contact Name: Peter J. Micheli, Jr., Fire Chief  
Contact Phone: 412-255-2870  
Bus Routes from Oliver: 17B, 18B or 18C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**Pittsburgh Symphony**

600 Penn Avenue, Heinz Hall for the Performing Arts  
Pittsburgh, PA 15222  
Phone: 412-392-4846 Fax: 412-392-4877  
E-Mail: mgay@pittsburghsymphony.org  
Web: www.pittsburghsymphony.org  
Hours of Operation: 8:30 am – 5:00 pm  
Contact Name: Monica Manes Gay Contact Phone: 412-392-4846  
Other Opportunities Available: Volunteer Opportunities  
Bus Routes from Oliver: 17B, 18B or 18C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**Stargate, Inc.**

40 24<sup>th</sup> Street  
Pittsburgh, PA 15222  
Phone: 412-316-7812  
Contact Name: Jonathan Rosenson, Director of Strategic Initiatives  
Contact Phone: 412-316-7812  
Bus Routes from Oliver: 17B, 18B or 18C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**The Honorable Cynthia A. Baldwin, Judge, Court of Common Pleas**

820 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
Phone: 412-350-3833 Fax: 412-350-6003  
Hours of Operation: 8:30 am – 5:00 pm  
Contact Name: William F. Caye, Esq.  
Contact Phone: 412-350-3833  
Bus Routes from Oliver: 17B, 18B or 18C  
Bus Routes from Westinghouse: EBA, EBX, 81B, LP, 86A, 86B, or 88A

**North Side****Bookminders, Inc.**

700 River Avenue, Suite 100  
Pittsburgh, PA 15212  
Phone: 412-323-2665 Fax: 412-323-1265  
Web: www.bookminders.com  
Hours of Operation: 9:00 am – 5:00 pm  
Contact Name: Tom Joseph  
Contact Phone: 412-323-2665  
Bus Routes from Oliver: 17B, 18B, or 18C  
Bus Routes from Westinghouse: EBA or EBX/transfer to 17B, 18B, 18C

**Photo Antiquities Museum of Photographic History**

531 East Ohio Street

Pittsburgh, PA 15212

Phone: 412-231-7881 Fax: 412-231-1217

Web: [www.photoantiquities.org](http://www.photoantiquities.org)

Hours of Operation: 10:00 am – 5:00 pm

Contact Name: Daniel P. Ambrose

Contact Phone: 412-231-7881

Other Opportunities Available: Internships, Volunteer Opportunities

Bus Routes from Oliver: 17B, 18B, or 18C

Bus Routes from Westinghouse: EBA or EBX/transfer to 17B, 18B, 18C

**Pittsburgh Tribune-Review**

503 Martindale Street, DL Clark Building

Pittsburgh, PA 15212

Phone: 412-320-7916 Fax: 412-320-7965

E-Mail: [bfryer@tribweb.com](mailto:bfryer@tribweb.com)

Web: [www.pittsburghlive.com](http://www.pittsburghlive.com)

Hours of Operation: 8:00 am – Midnight

Contact Name: Robert Fryer, Managing Editor

Contact Phone: 412-320-7916








Other Opportunities Available: Limited Internships and Volunteer Opportunities

Bus Routes from Oliver: 17B, 18B, or 18C

Bus Routes from Westinghouse: EBA or EBX/transfer to 17B, 18B, 18C








## HELPFUL HINTS

### Before Your Meeting:

-  Chose a business/organization that you are interested in
-  Call ahead to make an appointment with the organization
-  Be sure to ask for directions (and check the bus schedules) so you know where you are going
-  Practice your questions out loud before your meeting
-  Dress nicely (no jeans, shorts, halter tops, etc.)
-  Take a paper and a pen so you can take notes
-  Make sure you are on time - if you are running late call the organization - allow for extra time if you are taking public transportation

## HELPFUL HINTS

### At the Meeting:

-  Shake hands with your contact when you meet them
-  Do not chew gum or eat candy during your meeting
-  Explain to your contact the requirements of your graduation project
-  Explain how your contact may best help you with the project
-  Tell your contact how you picked the topic for your project
-  Fill your contact in on the work you have done so far for your project - explain your topic in detail
-  Discuss your interest in your contact's occupation

## HELPFUL HINTS

### Ask your Contact:

- ✓ What their job entails on a day-to-day basis
- ✓ What made them choose this line of work/profession
- ✓ What types of extra curricular activities have helped them become a more well rounded person
- ✓ Do they enjoy their work
- ✓ How many employees work for their organization
- ✓ What is the history of the organization
- ✓ Does the business have any other locations
- ✓ What types of products and/or services do they provide
- ✓ What hours do the employees usually work
- ✓ Ask if you may have a tour
- ✓ How do they balance their work, family, and life
- ✓ How would they best describe the organization's culture/environment
- ✓ How would they describe their organization's personality and management style

## HELPFUL HINTS

### Ask your Contact:

- ✓ Can they tell you what types of skills you should focus on developing over the next few years
- ✓ What are the backgrounds of some of the other employees
- ✓ What qualities or characteristics best describe those who are successful in the position
- ✓ Does their organization encourage its employees to pursue additional education
- ✓ What types of training programs do they provide and how long do they last
- ✓ Does their business sponsor or know of a scholarship program that is available
- ✓ How do they see the future of their business
- ✓ Does the position your contact has allow them to see other areas of the business/organization
- ✓ To whom does your contact report
- ✓ What responsibilities are given to new employees
- ✓ How are the employees' performances evaluated

