

# Robert Smith

## *Business Development Intern I*

### PERSONAL STATEMENT

Recent finance graduate bringing together creativity and business to improve operations in current non-pro and start-up work. Experienced in managing cross-functional teams and able to discover inefficiencies in organizations.

### WORK EXPERIENCE

#### ***Business Development Intern I***

**ABC Corporation - December 2015 - May 2016**

##### *Responsibilities:*

- Developed on-campus marketing campaigns to promote the Course brand.
- Led the introduction of Course Heros partnership program on the Ole Miss campus.
- Served as a product expert and initial point of contact for students with questions.
- Familiarized users with Course Hero tools 6.
- Planned and hosted various events on campus to increase user participation.
- Researched, developed and drafted company policies consistent with the employee handbook and established company procedures.
- Assisted the Business Development team with business proposals drafting and editing.

#### ***Business Development Intern***

**ABC Corporation - 2010 - 2015**

##### *Responsibilities:*

- <https://www.thebestga.com/> Grow Assets for investment firm.
- Conducted conference calls with C-Level Executives.
- Assisted in company marketing.
- Conducted cold calls to build new clientele.
- ACTIVITIES / CAMPUS INVOLVEM ENT Jewish Leaders In Business Fall 2015 to Spring 2017 In charge of the marketing for many events throughout the semester.
- Logistics for party planning.
- Direct Marketing experience..

### Education

BA in Management, HR Emphasis - Banking & Finance -  
2012(University of Mississippi, University MS - Oxford, MS)

### **CONTACT DETAILS**

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Alabama  
(123)-456-7899  
[info@qwikresume.com](mailto:info@qwikresume.com)  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Talent Management,  
Audio Editing, Project  
Management,  
Networking,  
Bookkeeping, Excel,  
Employee Relations,  
Recruiting, Risk  
Management, Training,  
Inventory Control,  
Marketing.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)