

Robert Smith

Business Intern III

PERSONAL STATEMENT

Self-motivated, detail-driven individual with an infectious personality possessing excellent organization, communication, team oriented, and management skills, and who is known by excellence, determination, and humility.

WORK EXPERIENCE

Business Intern III

ABC Corporation - January 2014 - December 2014

Responsibilities:

- Examine, select, order, and purchase at the most favorable price merchandise consistent with quality, quantity, specification requirements and other factors.
- Determine which products should be featured in advertising, the advertising medium to be used, or when the ads should be run.
- Monitor competitors sales activities by following their advertisements in newspapers or other media.
- Monitor and analyze sales records, trends and economic conditions to anticipate consumer buying patterns and determine what the company will sell and how much inventory is needed.
- Increased social media following from 39 to over 4000 followers in less than one year.
- Plan and prepare advertising and promotional material to increase sales of products or service.
- Contact organizations to explain services and facilities offered.

Business Intern

ABC Corporation - 2012 - 2014

Responsibilities:

- Summer intern for a California based manufacturing company creating a new/advanced type of universal wheel.
- Worked directly with the CFO and learned the principles of accounting, finance, and business.
- Specifically, assisted with forensic accounting, expense accounts, and was solely responsible for the creation of UPC and SKU codes for all products.
- Worked with the COO and Inventor/CTO on various aspects of their business plan including design, marketing, and social media.
- Attended and contributed to business meetings attributed to product design.
- Additionally, spent time as a sales representative, promoting the Skateboard wheel to local skate shops..
- This is Dummy Description data, Replace with job description relevant to your current role.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

SQL, Excel, Microsoft Access, VIP, Data Analysis, Word, Python, CRM.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION/MARKETING -
(University of Tennessee at Chattanooga - Chattanooga, TN)