

Robert Smith

Business Development Intern

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SUMMARY

To obtain the position that allows me to use working experiences and education in a high-level working environment. Experience in research and data collection and analysis using statistical software such as Microsoft Excel and SPSS.

SKILLS

Microsoft Office, CRM, Data Analysis, Customer Service, Sales.

WORK EXPERIENCE

Business Development Intern

Jacky Jones Automotive Group - July 2015 - 2019

- Performed internal audits on all deals executed by our finance team.
- Managed dealership relationships with customers.
- Instigated customer interaction and response improvements.
- Provided data reports for over 10 employees, rating effectiveness.
- Skills Used Used Microsoft Office applications daily.
- Evaluated new CRM systems and made recommendations as for possible change in the future.
- Updated our customer service automated email responses, based on the data received from our 3rd party marketers.

Business Development Intern

ABC Corporation - 2013 - 2015

- Constructed a proprietary database of over 400 Chicago buildings by aggregating multiple first and third party data sources to drive essential site functionality.
- Led social media strategy to increase brand awareness via Twitter, Instagram and Facebook.
- Successfully generated over 200 organic Instagram followers in less than two months.
- Wrote detailed neighborhood guides to help AptAmigos users discover and qualify their perfect Chicago neighborhood.
- Identified and recommended tools and borders for the companys unique Chicago neighborhood map.
- Actively participated in all product-related decisions, including website design, user flow, and functionality.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor's in Business Administration - (Georgia Gwinnett College - Gwinnett, Georgia, US)