

Robert Smith

Business Development Intern/Supervisor

PERSONAL STATEMENT

Seeking a full time position focused on marketing, advertising, public relations or event planning. Recognized for excellence in sales and customer service.

WORK EXPERIENCE

Business Development Intern/Supervisor

Morton Economic Development Council - June 2015 - 2019

Responsibilities:

- Under minor supervision from account representative, entered customer sales orders for assigned accounts.
- Confirmed correct order processing and fulfilment.
- Kept updated contact information for customers in SalesLogix Database.
- Researched and analyzed data to determine when companies were prospective customers.
- Provided summary of results to sales personnel that would use information to pursue business endeavors.
- Assisted accounting department in providing payments to vendors by mailing checks and creating remittance spreadsheets.
- Filed all Accounts Receivable and Accounts Payable documents, and created master spreadsheet with detailed records of storage.

Business Development Intern

ABC Corporation - 2014 - 2015

Responsibilities:

- Created listings with the respective boutiques items and input the information in the boutiques page in the Snobswap website.
- Merchandised the new list of handbags, shoes and clothing into each boutique page during each launch process.
- Contacted photographers for upcoming boutique launches and created a spreadsheet with all their information.
- Executed multiple blog posts highlighting the individual story of each boutique, their respective owners and each stores specialty items.
- Managed mapping various items from multiple boutiques through the backend of the Snobswap website.
- Generated a press contact spreadsheet for the "Best of Snobswap DC" event, which included publications such as The Washingtonian, USA Today, Wall Street Journal, etc..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master of Arts in Forensic Linguistics - September 2014(Hofstra University - Hempstead, NY)

CONTACT DETAILS

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

SKILLS

Social Media Skills,
Computer skills,
Financial statement
analysis,Public Speaking,
Foreign Language
Translator, Summary
Writer, Freelance Writer,
Scheduling and
organizational skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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