

# ROBERT SMITH

## Operations Intern/Representative

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Multi-faceted and CPIM certified business logistics graduate with two-years experience in operation analysis, demand planning and material scheduling. A team player who enjoy working in changing environments to make decision and execute strategy.

**JUNE 2013 - 2014**

### **OPERATIONS INTERN/REPRESENTATIVE - ABC CORPORATION**

- Clients including restaurants, healthcare, and educational facilities, lodging establishments and other foodservice and hospitality businesses.
- Operating distribution facilities and serving approximately customers, generated
- Operations Intern Worked in warehouse operations, allowing valuable visibility and hands-on experience with a large Fortune.
- Assisted various sales and marketing associates, gaining exposure to different sales and marketing approaches, strategies, and styles.
- Provided assistance to the CEO with daily responsibilities. The professional drivers are arguably the most important asset to the transportation industry.
- Gained senior-level insight on business strategies and business forecasts.
- Worked with the CEO to evaluate business reports from various departments (marketing, accounting, operations, etc.) and identify areas for improvement.

**2008 - 2013**

### **OPERATIONS INTERN - ABC CORPORATION**

- Distribute production schedules and work orders to departments.
- Careful, orderly and detail oriented with aptitude for working with numbers and figures.
- Data entry and information processing.
- Check nonstock inventory.
- Process work orders.
- Assist purchasing and material planning areas in the Operations Department.
- Forever21.

## **EDUCATION**

Bachelor of Arts in Political Science - (TEXAS TECH UNIVERSITY - Lubbock, TX)

## **SKILLS**

Microsoft Office, Group Dynamics, Project Management, Customer Service.