

Jr. Operations Intern

ROBERT SMITH

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Objective

Utilize leadership, analytical, and financial skills to obtain a full-time position in the field of sports.

Skills

Microsoft Office, Project Management, Marketing, Marketing Campaigns.

Work Experience

Jr. Operations Intern

ABC Corporation - May 2010 - August 2010

- Assisted with the development of the Employee Manual. Provided hospitality for visiting organizations, umpires, sponsors, and fans.
- Developed marketing promotions for each day of the week throughout our home schedule.
- Orchestrated marketing initiatives including promotional flyers and ticket distribution.
- Organized group picnics, birthday parties, baseball camps, and youth field of dream events.
- Worked with franchise owners, general managers, coaches, players, and interns from diverse backgrounds.
- Managed over employees in ticket sales, concessions, ballpark operations, and on-field promotions.
- Responsible for setting up and break down all aspects of Driller Park before, during, and after the season.

Operations Intern

ABC Corporation - 2009 - 2010

- Executed strong written and verbal skills through monthly business correspondence.
- Managed all logistics for calendar scheduling, meetings, and events.
- Acted as the central liaison between departments for association information.
- Planned forums for events promoting business awareness.
- Utilized Constant Contact to promote future events with the organization.
- Connected college students with fashion professionals in the Houston area.
- Formatted website, flyers, and marketing development for membership awareness..

Education

Master of Business Administration in MBA - 2013(Xavier University, Williams College of Business)