

Robert Smith

Business Intern/Specialist

PERSONAL STATEMENT

Compassionate personable business management graduate with experience in adversity management and people management. Creative thinker, loves learning new skills, helping people and community volunteer work.

WORK EXPERIENCE

Business Intern/Specialist

ABC Corporation - January 2012 - August 2012

Responsibilities:

- Provided general support to all areas of business operations.
- Estimated cost to completion and anticipated possible cost overruns or underruns for each Orbital task.
- Updated Orbitals lessons learned database as well as the Shipper database.
- Used Costpoint to receive and issue parts and to indicate inventory location.
- Received ESD (Electro Static Discharge) training.
- Responsible for pulling ESD parts from inventory for use.
- Generated, managed materials planned events and client meetings for over two hundred.

BUSINESS INTERN

KING BROTHERS CLOTHIERS - 2007 - 2012

Responsibilities:

- Assisted in the process of administering the Kings social media for marketing purposes.
- The social media was used to interact with current and potential followers, and monitor the comments and follower growth.
- Provided financial analyses of various marketing and sales efforts to reach potential clients.
- The analyses included developing sales targets for various regions to help identify favorable markets.
- Led a thorough market and customer analysis, which included assisting in editing and improving their website to complement to the marketing strategies.
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

Accounting - 2012(University Maryland Eastern Shore - Princess Anne, MD)

CONTACT DETAILS

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

SKILLS

Delteck Costpoint, Adobe Photoshop & Bridge, Apple Final Cut Pro, Microsoft Word, PowerPoint & Excel
Computers: Windows, Mac OS X.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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