

Business Development Intern/Manager

ROBERT SMITH

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Objective

Able to utilize unique talents Interested Fields: Sales, Account Management, Market Research, or Business Development Relevant Courses Small Group Communication Organizational Leadership Excel Spreadsheets Principles.

Skills

Microsoft Office, Excel, Word, PowerPoint.

Work Experience

Business Development Intern/Manager

ABC Corporation - December 2015 – May 2016

- Responsible for creating a social media strategy for the marketing of Freshpairs sponsorship of the Aquaphor Triathlon.
- Organized and centralized pertinent registry data for Freshpair President.
- Analyzed data via Pivotlink (a consumer behavior-based analytics tool) to identify customer segments for focus groups.
- Conducted in-depth mobile research and competitive analysis on 5+ companies then presented findings to executive managers.
- Created a time tracking system for Web Production Manager to distribute to the designers in order to analyze team productivity and process efficiency.
- Develop team reviewing site maintenance and all back end functions.
- Partnered with Web Production Manager to efficiently plan and execute Freshpairs holiday marketing photoshoot.

Business Development Intern

ABC Corporation - 2010 – 2015

- Under minor supervision from account representative, entered customer sales orders for assigned accounts.
- Confirmed correct order processing and fulfillment.
- 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..

Education

Bachelor of Science in Business Administration - (Lock Haven University of Pennsylvania)