

# ROBERT SMITH

## Jr. Business Intern

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Top-producing, results-driven sales/marketing professional credited with implementing business development, marketing and sales management strategies which improve revenue and market share.

### SKILLS

Personnel Management, Scheduling, Event Coordination, Inventory organization and control, Hardware and Software upgrades and implementations.

### WORK EXPERIENCE

#### Jr. Business Intern

Valmet Inc. - May 2015 – 2020

- Reported directly to the business manager during this internship at the Indy 500, providing a high level of support in all daily operations.
- Scope of responsibility included business calendar management, meeting planning, travel planning, supply orders, correspondence, general reception and various services to the Radio Department.
- Utilized the Great Plains system to process purchase orders and prepare weekly invoices.
- Reconciled hotel folios, rental car statements, credit card reports, and expense reports.
- Planned, scheduled and coordinated a variety of on-site and off-site meetings.
- Maintained the database for contracts, agreements, statements, and other sensitive records.
- Provided support to the management team on a day-to-day basis by assisting customers with the car rental process, building relationships with business partners, and other essential duties required to run an efficient branch.

#### Business Intern

ABC Corporation - 2012 – 2015

- Worked directly with President on product and website design projects.
- Assisted marketing department with advertising, customer service, and product development.
- Collected from past-due accounts and evaluated credit references for new customers.
- Managed all packing and shipping operations for final two weeks of internship.
- Developed company social media accounts (Facebook and LinkedIn).
- Aided in company transition to SAGE Accounting software.
- Received orders from customers and processed purchase orders..

### SCHOLASTICS

- B.S. in meetings and events - (PURDUE UNIVERSITY CALUMET - Hammond, IN)