

ROBERT SMITH

Lead Business Development Intern

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Expertise in Management supervising teams and events; Customer Service dealing with clients at events or in business; and Marketing developing a business plan for a start-up business.

APRIL 2014 - SEPTEMBER 2015

LEAD BUSINESS DEVELOPMENT INTERN - ABC CORPORATION

- Responsible for providing analytics and due diligence in support of the start-ups academic resource initiative, which generates \$10 million in revenues annually.
- Assisted executives with recurring weekly and monthly tasks, including the construction of management reports and data inputs as well as industry and competitive analysis updates.
- Advanced experience in Excel, used to create forward-looking revenue models.
- Excellent knowledge of Excel formulas and data manipulation.
- Implemented an analytics and policy framework to improve quality control.
- Co-leader of one of the companys successful philanthropic initiatives to provide students in Africa with free access to books and course materials.
- Revised the Course Hero website to improve the user experience and website functionality.

2011 - 2014

BUSINESS DEVELOPMENT INTERN - ABC CORPORATION

- Chicago, IL Realty Company specializing in finding international students housing across the U.S.
- Business Development Intern Drove an Increase in property rental sales by 25% in the Chicago area over a 3 month period.
- Highest growth rate obtained by an intern.
- Directed Social media channels (Facebook, LinkedIn, and Twitter).
- Generated more than 60% client sales through social channels.
- Totaling \$18,000 from 12 successful negotiations.
- Enriched the companies target market by developing craigslist postings, increasing the companies online traffic by 10%..

EDUCATION

B.A. in Mathematical-Economics - 2011(Wesleyan University - Middletown, CT)

SKILLS

Microsoft Excel, Microsoft Office.