

ROBERT SMITH

Business Intern I

info@qwikresume.com | <https://Qwikresume.com>

Demonstrates excellent communication skills Proven ability to work at a fast pace to meet deadlines Optimistic about accomplishing strategic plans Ability to learn quickly and apply.

JUNE 2014 - FEBRUARY 2016

BUSINESS INTERN I - ABC CORPORATION

- Prospected clients by doing marketing research and telemarketing.
- Developed Real Estate marketing pieces and participated in many other marketing efforts.
- Ran credit reports through credit report agencies to screen applicants for loan processing.
- Received, typed, and filed office documents, entered data, and used office equipment.
- Installed computer programs for computer use, worked extensively to convert files to PDF, and programmed excel sheets for general use in a construction budget.
- Responsible for most of the office paperwork and handled all tasks professionally.
- Responsible for independently marketing the companys brand and products to potential customers.

2012 - 2014

BUSINESS INTERN - ABC CORPORATION

- Completed required state audits for Union School District.
- Maintained individual accounts for all student organizations to be kept on file.
- Approximately \$10,000.
- Taught how to enter payroll and deposit checks at the local bank.
- Campus Involvement, Awards, and Licenses Senior Investment Services Advisor Quarter 2, 2015 Big Dawg FINRA Series 7, 63, and 66 Licensed Life, Accident and Health Licensed Movers and Groovers- Fall 2010, 2011, 2012, and 2013 Adopt-A-Highway- 2009 and.
- Proficient in Microsoft Word, Excel, Access, PowerPoint, and Outlook..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of Science in Management Information Systems - (Northwest Missouri

State University - Maryville, MO)

SKILLS

Access, Word, Excel, PowerPoint, Project, Outlook