

Robert Smith

Operations Intern/Analyst

PERSONAL STATEMENT

Talented writer and editor with background in marketing, communications, and customer service for non-profit administration; seeking opportunity to apply wide breadth of skills and impassioned dedication.

WORK EXPERIENCE

Operations Intern/Analyst

ABC Corporation - August 2014 - December 2014

Responsibilities:

- Maintained relationships with past and current corporate clients and sponsors.
- Negotiated camp logistics with potential trade sponsors and external vendors including contract coordination.
- Lead client customer service issue resolution with ProCamps customers.
- Created and distributed excel documents for numerous projects including autograph inventory.
- Established inventory location and organized clients autographed items such as jerseys, footballs, and basketballs.
- Assisted in the operations of running camps for professional athletes.
- Worked with PCBC, ProCamps Business Center website, daily to handle corporate banks, sponsors, athletes and past and present customers.

Operations Intern

ABC Corporation - 2009 - 2014

Responsibilities:

- Assisted the Resource Manager in running and providing stability to the HQ facility.
- Maintained databases to optimize resources essential to company operations.
- Assisted Resource Manager with managing a team of interns.
- Planned and lead bi-weekly meetings with interns to discuss new ideas and projects.
- Built relationships with potential members and followed up on prospective leads Assisted with creating programs for networking purposes that were held in the HQ facility.
- Provided an excellent customer service experience to HQ members and tenants.
- Provided tours to prospective members of facilities..

Education

Bachelor of Arts in Public Relations - (Northern Kentucky University - Highland Heights, KY)

CONTACT DETAILS

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

SKILLS

Graphic Design, Team
Management, Customer
Service.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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