

ROBERT SMITH

Lead Business Intern

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

To utilize targeted education and internship experience within a dynamic environment supported by a creative management team. To advance within and significantly contribute to the growth and success of a future employer.

EXPERIENCE

Lead Business Intern

ABC Corporation - JANUARY 2015 - MAY 2015

- Conduct a variety of general administrative tasks as assigned.
- Assist with processing mail, bookkeeping, data entry, and office supplies requests.
- Assist with archiving, storage management, and in-house event planning.
- Work with the senior leadership team to develop and implement an internship project.
- Train and orient new interns in general office procedures.
- Greet guests and the general public; answer and route phone calls.
- Identified clients to determined financial balances E-mailed documents using Microsoft outlook and faxed files and correspondences to other states Prepared invoices by showing the total balance and adding the ID numbers.

Business Intern

ABC Corporation - 2011 - 2015

- Process payroll and complete quarterly and year-end payroll tax filings in compliance with Federal and State regulations.
- Developed an improved control reconciliation sheet for this internal process.
- BMW of Schererville, Schererville, IN Business Intern 5/2013 - 10/2013 Successfully developed and implemented a marketing project for aftersales which garnered the interest of the owner, extending employment for the duration of the project to completion.
- Managed several business relations enabling the organization and facilitation of product demonstrations, expanding their customer-base as well as the marketable region.
- Coordinated nine events, partnering with local organizations (Parks & Recreation, non-profits, etc.) to acquire efficient advertising while promoting a community-oriented brand with charitable values.
- Inaugural Treasurer as a founder of Pi Kappa Phi fraternity at the University of New Hampshire UVM Math Exam Winner and member of National Honors Society at Spaulding High School Vermont State High School Track & Field Champion.

- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- High School Diploma in Business - (North Point High School - Waldorf, MD)

SKILLS

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Project, Microsoft Access, SAS, Eviews, Java.