

Robert Smith

Business Intern

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SUMMARY

Possess entrepreneurial qualities and passion for green building that will be valuable in supporting organizations to become more environmentally friendly.

SKILLS

Project Management, Administrators, Green Associate.

WORK EXPERIENCE

Business Intern

ABC Corporation - January 2012 – August 2012

- Worked directly with President on product and website design projects.
- Assisted the 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 the final two weeks of internship.
- Aided in company transition to SAGE Accounting software.
- Received orders from customers and processed purchase orders.
- Provided outstanding service through personal and electronic communications and built.

Business Intern

ABC Corporation - 2008 – 2012

- Operated and educated citizens on the first electronic voting machines.
- Trained poll managers and workers on the new voting system.
- Managed payroll and insurance policies in Human Resources.
- Issued business license and permits.
- Provided direct assistance to many County departments.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

Bachelor of Science in Business Administration - (College of Business Honors Program)