

ROBERT SMITH

Business Intern/Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

An enthusiastic, reliable and self motivated Finance graduate seeking a position that reflects experience, skills, and personal attributes including dedication, setting and meeting goals, creativity, critical thinking and the ability to follow through.

CORE COMPETENCIES

Budgeting, Sales, Team Building, Public Speaking, Research, Management, Data Entry, Data Analysis, Management.

PROFESSIONAL EXPERIENCE

Business Intern/Supervisor

ABC Corporation - March 2012 – June 2012

Key Deliverables:

- Attend and participate in staff meetings as well as vendor negotiation meetings.
- Work with senior management in creation of proposals.
- Review and edit documents as necessary, including but not limited to, drafting reports, maintaining purchasing spreadsheets, input vendors information, keeping track of open orders and shipment status.
- Provide research support for program improvement.
- Receiving and placing orders upon requisition.
- Organize and keep track of logistics relating to inventory.
- Responsible for day to day operations including, data entry, typing, filing, faxing, managing reports and other related administrative duties.

Business Intern

ABC Corporation - 2010 – 2012

Key Deliverables:

- Planned community events to embody the organizations mission of neighborhood redevelopment.
- Wrote press releases for neighborhood redevelopment events.
- Contacted local businesses, clients, and donors for the not-for-profit organizations.
- Researched material purchases for Gallery events.
- Collaborated with other interns in the development of Gallery redevelopment and local artist showcase events.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

B.A in Communications, Management - (Baruch College Zicklin School of Business)

