

ROBERT SMITH

Business Development Intern/Specialist

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

SUMMARY

Conscientious and organized individual with exceptional time management ability. Personable team player with superior communication and interpersonal skills.

CORE COMPETENCIES

Python, C.

PROFESSIONAL EXPERIENCE

Business Development Intern/Specialist

Morton Economic Development Council - June 2015 – 2019

Key Deliverables:

- Assist with planning, monitoring and reporting economic development activities.
- Analyze, and update economic and demographic data from various sources for organization website.
- Assist with business retention and expansion program - Inputting data into Synchronist.
- Draft/review reports, and press releases issued to the public.
- Participate in staff discussions (provide detailed minutes), coordinate committees, attend hearings, relevant local meetings, and industry events.
- Help establish and maintain collaborative partnerships with stakeholders within the community.
- Provide social media updates on organization sites.

Business Development Intern

ABC Corporation - 2013 – 2015

Key Deliverables:

- Performed cost projection and operation optimization to understand company flow rate.
- Conducted SWOT analysis to find the appropriate marketing strategy and target customers.
- Collected and analyzed customer data using Excel for market penetration and customer satisfaction.
- USC PROJECT EXPERIENCE Title Merger and Acquisition Case Study The aim of the project was to analyze a failed merger & acquisition deal by looking at quantitative and qualitative rationale behind the transaction.
- The analysis was performed through modeling, forecasting and industry analysis.
- Forecasted the companys financial post acquisitions and compared the result with actual performance to explain the companys financial missteps.
- Analyzed economic justification of the transaction to understand why the company failed LEADERSHIP & INVOLVEMENT.

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EDUCATION

Bachelor of Science in Economics and Political Science - (Illinois State University)

