

ROBERT SMITH

Sr. Business Intern

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SUMMARY

To obtain a challenging position with a world class organization where academic knowledge and past experiences can help to further develop the company and coworkers.

CORE COMPETENCIES

Excel, Word, PowerPoint, Access, Analytical skill, communication skills with both customers and colleague.

PROFESSIONAL EXPERIENCE

Sr. Business Intern

Valmet Inc. - May 2015 – 2020

Key Deliverables:

- Ran reports for the Director and Customer Service Manager by compiling the data into charts and graphs.
- Participated as a team member in a performance audit and recreated the audit form.
- Created visually appealing automated dashboards from reports to adequately consolidate data.
- Contacted suppliers to ensure accounts payable records were accurate.
- Collected, analyzed, and compiled data from clients using Microsoft Word, compiled an asset inventory system using Microsoft Excel, and reconciled timesheets.
- Updated customers financial accounts of a small non-profit organization Increased marketing initiatives by designing and developing advertising brochures.
- Advanced community relations efforts through customer communications.

Business Intern

ABC Corporation - 2012 – 2015

Key Deliverables:

- Reported directly to the business manager during this internship at the Indy 500, providing a high level of support in all daily operations.
- Scope of responsibility included business calendar management, meeting planning, travel planning, supply orders, correspondence, general reception and various services to the Radio Department.
- Utilized Great Plains system to process purchase orders and prepare weekly invoices.
- Reconciled hotel folios, rental car statements, credit card reports and expense reports.
- Planned, scheduled and coordinated a variety of on-site and off-site meetings.
- Maintained the database for contracts, agreements, statements and other sensitive records.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

- Management - (University of Wisconsin La Crosse - La Crosse, WI)