

ROBERT SMITH

Jr. Operations Intern

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SUMMARY

To be part of a positively motivated team of confident people saddled with challenging responsibilities requiring a high degree of commitment, creativity and decision making with room for personal development.

SKILLS

Microsoft Office, Microsoft PowerPoint, Data Entry, Problem Resolution.

WORK EXPERIENCE

Jr. Operations Intern

ABC Corporation - May 2011 – June 2012

- Worked with various vendors and course departments performing an assortment of tasks to ready the venue for a PGA tournament.
- Represented HNS and the Memorial Tournament while transporting players and caddies to safe houses during hazardous play delays.
- Supported grassroots marketing efforts for Golden Bear Lemonade by delivering samples given out at the entrances/exits.
- Set up and tear down the venue of a community outreach initiative. Aided in setting up corporate hospitality venues.
- Marketing Experience Created a custom marketing survey to generate data.
- Created customer insights survey using Qualtrics Created targeted marketing plan utilizing data derived from customer insights SEO.
- Determine targeted keywords for SEO campaigns Google Analytics Google Adwords Certified Social Media.

Operations Intern

ABC Corporation - 2009 – 2011

- Started an inter-office comedy blog in which I kept up with current events and was able to capitalize on personal creative writing abilities with.
- Became proficient at creating and maintaining Microsoft Excel spreadsheets, Microsoft Powerpoint presentations and Microsoft Access databases.
- Regularly edited web-portal databases.
- Regularly assisted in answering phones, sending/receiving faxes, making copies and general secretarial duties.
- Regularly provided lengthy edits and additional ideas on various types of documents including grant proposals, Internet portal manuals, general e-mails, informative pamphlets and the like.
- Became Proficient in understanding/interpreting medical journals and the language that follows.
- Acquired HIPPA certification..

SCHOLASTICS

- Bachelor of Business Administration in Marketing - (John Carroll University - University Heights, OH)