

ROBERT SMITH

Business Operations Intern

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

SUMMARY

Business Operations Intern is responsible for Preparing monthly financial statements, Ensuring compliance with internal controls and procedures, Assisting in the development of financial policies and procedures, and also Preparing reports, including Bylaws, Financial Statements, Compensation Policies, etc.

CORE COMPETENCIES

Microsoft Office, Policy Management, Detail-Oriented.

PROFESSIONAL EXPERIENCE

Business Operations Intern

ABC Corporation - May 2014 – August 2014

Key Deliverables:

- Analysed competitor strategies using historical data to forecast future outcomes.
- Provided guidance on how best to execute strategic initiatives that align with the company's vision and mission while maximising the company's financial performance.
- Acted as a liaison between all levels of management and the field teams to ensure effective execution of strategy while maintaining compliance.
- Assisted with day-to-day business operations, including accounting, payroll, HR, human resources, manufacturing, etc.
- Maintained records of all transactions in accordance with company policies and procedures.
- Prepared detailed reports for internal review.
- Ensured all processes are followed in accordance with company policy and procedures.

Business Operations Intern

Delta Corporation - 2012 – 2014

Key Deliverables:

- Researched potential clients overseas for GetMyBoat rental service resulting in 100+ new clients added to database Maintained employee payroll and .
- Analyzed and studied various manuals from the new national implementation of EPIC claims software Created end-to-end Visio business process maps on .
- Assisted Chief Executive Officer with all business operations for more than 35 major music festivals and sporting events across the United States and .
- Researched industry trends to identify potential new products and services.
- Managed a team of 18 volunteers.
- Managed quality communication, customer support and product representation for each client.

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- Developed background screening risk assessment to provide to potential clients
Researched and conducted a competitor analysis presented to upper .

EDUCATION

Bachelor Of Science

