

ROBERT SMITH

High School Intern

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Accomplished, achievement-driven to use knowledge and experience to work for a common goal. Adept in designing, developing, and implementing digital marketing campaigns, driving site traffic, and increasing conversion rates by over 200% on average.

SEPTEMBER 2011 - JULY 2012

HIGH SCHOOL INTERN - ABC CORPORATION

- Collected patient information and updated the system.
- Conducted patient reminder calls weekly.
- Assisted in the laboratory with cleaning and organizing supplies.
- Organized and participate in weekly sales meetings.
- Managed reception desk; provide customer service to phone calls and walk-ins.
- Assisted in teaching established curriculum to children ages 3 - 5.
- Assisted lead teachers during snack and nap times.

2008 - 2011

HIGH SCHOOL INTERN - DELTA CORPORATION

- Analyzed and reported on appropriations bills related to local needs and projects.
- Digitized office records as well as maintained the physical files.
- Extremely self-motivated, hard-working, and driven, have been able to work, intern, volunteer, travel, and simultaneously attend school, earning.
- Created a fitness program for teen peers to generate interest in health and wellness Created a newsletter for the program Informed high schools of.
- Worked on SmartGrid with prominent professors from Virginia Tech Collected and Inputted data from various parts of State Helped to decide on.
- Assisted with bulk mail outs Followed up with potential conference sponsors Assisted with coordinating the CANDO annual golf.
- Leading Bible Studies and Discipling High School Guys Planning and Leading Wednesday Night Youth Service Planning and Facilitating Outreach.

EDUCATION

Bachelor of Business Administration in Marketing - (Kennesaw State University, Coles College of Business - Kennesaw, GA)

SKILLS

Microsoft Office, Adobe Photoshop, Skedula.