Internship Coordinator

ROBERT SMITH

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Objective

Reliable Internship Coordinator who is able to maintain the schedules of staff at once. Eager to offer superb analytical and computer skills to help the company grow its client base.

Skills

Data Entry, MS Office Suite, Onboarding.

Work Experience

Internship Coordinator

ABC Corporation - June 2011 – August 2011

- Helped assign 20 high school students in summer internships which took place in 3 different cities.
- Emailed work employers and kept in contact with them about the students work.
- In charge of the vans that used as transportation.
- Coordinated and conducted interviews for prospective interns.
- Identified students career interests and develop ideas for individually tailored internship placements
- Provided continuous feedback and resources.
- Recruited responsibilities included attending career fairs.

Internship Coordinator

Delta Corporation - 2006 – 2011

- Initiate contact with key staff members at institutions of higher education.
- Coordinate and conduct interviews for prospective interns.
- Identified students career interests and develop ideas for individually tailored internship placements
- Provided continuous feedback and resources.
- Teach and assess 30-40 students per term in the areas of advertising and promotion, product development/sourcing, and visual merchandising.
- Responsibilities included but were not limited to placing students in internships.
- Advising for intended majors in Interior Design and entering first-year students.

Education

BA in Arts - 2010(Western Oregon University - Monmouth, OR)

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