ROBERT SMITH

Sales Analyst Intern

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Sales Analyst Intern is Assessing the effectiveness and accuracy of new data sources and data gathering techniques. Attaining knowledge in understanding the full spectrum of responsibilities and day-to-day tasks involved with project leasing and tenant representation. Providing analytical and marketing support to the team. Striving to become an expert on market / submarket.

EXPERIENCE

Sales Analyst Intern

ABC Corporation - SEPTEMBER 2013 – DECEMBER 2013

- Delivered results in a fast-paced, ambiguous environment.
- Managed complex projects with multiple stakeholders.
- Influenced, inspired, and led from any role.
- Analyzed existing system functionality and business processes in the scope of the business need and recommend actionable, cost-effective solutions to improve.
- Conducted long and short-term data analysis with a focus on increasing productivity, lowering fixed and variable costs, and improving customer experience.
- Provided assessment of SpecTek’s financial and market performance.
- Collaborated with sales, marketing, other BU’s and strategize to build short and long-term unconstrained demand forecasts.

Sales Analyst Intern

Delta Corporation - 2011 – 2013

- Collaborated with the sales team to convey trade and research ideas to commercial banks, insurance companies in China.
- Created and organized databases of more than 1000 purchase orders and sales receipts over a 7 year period using Excel - Analyzed past sales trends to .
- Collected and analyzed weekly, monthly and quarterly sales records using Excel Applied regression and time series methods to analyze sales data and .
- Led document reviews for quote files and procurement orders for 20+ domestic and international manufacturing companies; resulted in due diligence for .
- Provided administrative support to ten sales team members by updating quotes, arranging contracts and providing feedback from clients; helped sales .
- Summer internship at division of a Fortune 1000 health sciences corporation.
- Analyzed 150-person sales force performance using business

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analytics tools and Excel databases Recommended new territory divisions based on business .

EDUCATION

- Master Of Science

SKILLS

Market Assistant, Project Assistant.