

# Robert Smith

## Executive Social Media Intern

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## SUMMARY

Highly qualified Social Media Intern with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment in which your company prides itself.

## SKILLS

Computer: Microsoft Word, Excel, PowerPoint, And Office Database System Analysis, And Design SPSS, Statistic Data Editor, Social Media.

## WORK EXPERIENCE

### Executive Social Media Intern

ABC Corporation - January 2015 - July 2015

- Assisted and gave tours of the space to clients where one was able to answer questions and provide them with an idea of what space would look like for their event.
- Wrote contracts for clients that wanted to book the space and was able to provide them with proper information.
- Attended meetings with other companies with event spaces to understand how to improve Ramscale and the social media of the company.
- Designed and developed websites for several nonprofit organizations through Square Space.
- this internship in my first semester and was able to update and launch a website.
- Assessed website performance for early often publication by using social mention, topsy and Alexa platforms.
- Conducted data analysis with tableau and model and generated a report to the marketing team.

### Social Media Intern

ABC Corporation - 2011 - 2015

- Overlook pages online such as Facebook, Twitter, and YouTube.
- Managing comments, questions, and uploading content.
- Would collect information for articles online and helped do my part to make the station run smoothly.
- Learned a unique skill that has allowed me to enhance my experience online.
- Learned the proper way to manage websites and social media, and the importance of establishing relationships with commenters and viewers.
- Skills Used I used my knowledge of social media and applied it daily.
- Also learned skills that have helped me generate traffic to websites.

## EDUCATION

Bachelor of Science in Business Administration - (Susquehanna University - Selinsgrove, PA)