

# ROBERT SMITH

## Undergraduate Internship

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

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### SUMMARY

Undergraduate Internship is responsible for Participating, as necessary, in finding solutions to existing problems and discussing recommendations with administrative personnel to acquire skills in problem-solving, Assists with special projects.

### CORE COMPETENCIES

Microsoft Office Suite, ADP Payroll, Customer Service, Volgistics.

### PROFESSIONAL EXPERIENCE

#### Undergraduate Internship

**ABC Corporation - August 2014 – December 2014**

##### Key Deliverables:

- Worked closely with pregnant women from Jefferson County and statewide during pregnancy and following delivery.
- Served as part of an interdisciplinary team with focus on ensuring that moms and babies are transitioned from the hospital into a safe and stable environment.
- Conducted assessments to identify and address issues such as maternal mental illness, maternal drug use, unstable housing, domestic violence, adolescent maternal age, etc.
- Acted as broker of in-house and community resources.
- Supported families of the RNICU during infants hospitalization and completed discharge planning.
- Serve as liaison between hospital staff and the state child welfare agency, The Department of Human Resources.
- Monitored patients while exercising.

#### Undergraduate Internship

**Delta Corporation - 2011 – 2014**

##### Key Deliverables:

- Active participation on the design, development and implementation of a new target business segment for small and medium size companies.
- Determined target market, products to be offered and internal policies for the new department.
- Based on business opportunity report results, new department was launched at Citi on September 2009.
- Fudan-SJTU-Nottingham Plant Biotechnology R&D Center and Institute of Developmental Biology and Molecular Medicine, Fudan University Applied .
- Research and Development Explored working strategies, constructed analytical expertise associated with formulation, drug dosage and process .

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- Observed Granulation, Compression and Coating of tablets as per Batch Manufacturing Record and following the SOPs Developed documentation skill while.
- Writing detailed analyses of economic papers/news articles, proposing solutions based on research Data entry (Excel) made comprehensive spreadsheets .

### EDUCATION

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Bachelors Of Liberal Arts

