

Business Development & Sales | Relationship Building & Partnerships | Customer Satisfaction

Dedicated student with a desire to contribute to the success of a company through a business development internship within a progressive organization.

Responsible and ambitious student (3.8/4.0 GPA) with excellent time management. Well-developed customer service abilities coupled with project management and business development knowledge. Possess proven communication skills with a strong work ethic that converts to aiding the success of a company. A current student who has studied and placed a keen emphasis in business operations and entrepreneurship as well as technology in the workplace. A demonstrated background of community involvement and employing educational experiences to affect positive change in the lives of others and the community at large.

RELEVANT COURSEWORK

- Introduction to Business
- Strategy & Planning
- Business Development & Sales Pipeline
- Customer Relationship Management
- Customer Service & Client Delivery
- Lead Generation, Prospecting
- Introduction to Marketing
- Workplace Communications
- Relationship Building & Networking
- Business Ethics & Protocol
- Entrepreneurship
- Emerging Technologies

ACHIEVEMENTS/ WORK EXPERIENCES

INFORMATION DESK ASSISTANT

Carolina Children's Hospital / 2018 - Present

- Greets hospital patients and visitors and provides directional guidance to patient rooms, clinic, and all departments.
- Processes and distributes mail and newspapers to patient rooms.
- Assists wheelchair-bound patients in reaching their desired destinations.

FRONT OFFICE ASSISTANT

Forever Home Veterinarians / 2016 - 2017

- Performs as the first point of contact to customers, external veterinarians, vendors, and all walk-ins.
- Organizes all files to prepare for scheduled appointments, answers phones and handles all requests, maintains appointment calendar, prescription ordering, referrals as well as the general upkeep of office and exam rooms.
- Maintains inventory and supply ordering, invoicing, and performing as an assistant to the office manager.

EDUCATION & HONORS

CLASS OF 2019, 3.8/4.0 GPA
XXXXXXXX High School, Charleston, SC
National Merit Scholarship Finalist
Academic Honor Roll (Four Years)

ORGANIZATIONAL INVOLVEMENT

Model United Nations – President
Student Council – Secretary
National Honor Society
Business Professionals of America

TECHNICAL ABILITIES

Hardware: PC and Macintosh / **Software:** Microsoft Office, Microsoft Word, Outlook, Windows, Excel, PowerPoint, Proficient with Multiple Databases