MASON BELL

Business Development Intern

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📞 (123) 456-7890
📍 Waltham, MA
in LinkedIn

EDUCATION

Bachelor of Science
Business Analytics

Massachusetts Institute of Technology

📅 2019 - 2023
📍 Cambridge, MA

SKILLS

- Salesforce
- Microsoft Teams
- Microsoft Excel
- Mailchimp
- SalesLoft
- Hootsuite
- SEMrush
- Canva
- Asana
- Meetup

CAREER OBJECTIVE

Highly motivated economics student interested in the business development intern role at Walters Kluwer. Eager to make the most of the lessons learned at college and a Business Insight seminar and grow in a real-world setting, contributing to the company's strategic initiatives.

WORK EXPERIENCE

Customer Service Representative

Raytheon Technologies

📅 2022 - current   📍 Waltham, MA

- Collaborated with teams through Microsoft Teams, leading to an *18% increase in project completion speed and a decrease in communication errors by 21%*
- Employed Mailchimp to send 1,200+ personalized emails per month, which culminated in a 24% surge in the open rate
- Created captivating presentations and graphics using Canva, boosting the open rate and customer retention
- Utilized Hootsuite and SEMrush to monitor online customer queries and complaints, *reducing response time by 32%*

PROJECTS

ForecastFlow Innovation

Class Presenter

📅 2021

- *Presented a comprehensive project on ForecastFlow Innovation to a class of 87 students*, using Microsoft Teams for presentation
- Demonstrated proficient use of Microsoft Excel for data analysis and visualization, which simplified complex financial data interpretation
- Applied SEMrush to identify and analyze relevant online content for the project, increasing content relevance and understanding
- Boosted the visual appeal of project materials with the use of Canva, leading to improved comprehension and uncovering insights on the influence of visual representation on financial decision-making

Business Insight

Attendee

📅 2020

- Grasped various trends in big data analytics from the Business Insight seminar, enabling identifying opportunities in data-driven initiatives
- Broadened knowledge of SalesLoft best practices aimed at increasing deal size and reducing sales cycle duration
- Developed an understanding of trends in real-time data processing for expedited data-driven decision-making
- Gained insights into effective data categorization for quicker data preprocessing with a reduced time investment