



Resume Consulting Firm (RCF Resume) is a company that promotes and helps clients achieve their professional and career goals. We also believe in this for our employees through internships, professional development, and internal promotion opportunities. We are looking for an intern that expresses an insatiable appetite for learning and understanding business processes, is an innovative thinker, and is a self-starter.

**Business Management Intern** is a part-time position of 8-12 hours weekly for 8 -12 weeks. However, based on performance and demand this role has the potential to extend and expand.

#### **Program Highlights:**

- Paid 8–12-week program designed to provide students interested in business management with rewarding and substantive work assignments that contribute to RCF Resume’s mission
- Participate in our New Intern “Welcome” Orientation
- Network with operations staff, senior professionals, and others who will support your professional growth and career interests
- Participate in intern specific workshops and networking events designed to advance your professional development and build your soft skills
- Receive feedback and mentoring from your intern manager
- Receive free career services such as a professional resume, interview prep, salary negotiation insight and tips to propel you into your dream career

#### **Job Responsibilities:**

- Understand the overall concept of the company, including the brand, customer, product goals, and all other aspects of service.
- Manage the company’s social media accounts and post content.
- Identify areas for process improvement
- Make recommendations to leadership for streamlining systems and processes
- Research and implement solutions for enhanced efficiency
- Provide general administration assistance and support
- Human Resources functions
- Learn and become proficient on internal software systems.
- Other administrative and business management tasks as assigned

#### **Required Qualifications**

- Entry level professional, Graduate level or 3<sup>rd</sup> year or higher education student
- Academic Excellence
- Demonstrated leadership abilities and skills
- Energy, enthusiasm, and competitive edge
- Outstanding written and verbal communication skills
- Willingness to continually learn and grow
- Ability to work in a team
- Ability to work under strict deadlines
- U.S. Citizenship is required

#### **Preferred but not required**

- Pursuing a Bachelor's or Master's Degree in Business Management, Business Administrative or similar
- General knowledge of Search Engine Optimization and internet ranking for web content
- Comfortable with working with Microsoft Office and Adobe Suites
- Entry level understanding of marketing strategy and how to use the concepts throughout various forms of outreach