

# Kelsie Nicole Griffin

(630) 723-4311

[Kngriff@ilstu.edu](mailto:Kngriff@ilstu.edu)

## **OBJECTIVE**

To obtain a summer internship in finance and/or insurance

## **EDUCATION**

Illinois State University, Normal, IL

*Graduation Date: May 2011*

Bachelors in Finance and Insurance

Cumulative GPA: 3.94/4.0

## **WORK EXPERIENCE**

Claim Toolkit, Naperville, IL

*August 2009-Present*

Service Representative Assistant

- Enhanced knowledge related to the information adjustors use to investigate claims
- Ability to demonstrate accuracy and detail
- Adapted to a new system with little training quickly

Child Care, Naperville, IL

Babysitter

- Entrusted with young children for extended periods of time and on an overnight basis

MidAmerica Bank/National City Bank, Naperville, IL

*March 2005-March 2009*

Bank Teller

- Developed professional and customer service skills
- Marketed new bank products to customers when appropriate
- Assisted individuals in a variety of confidential financial transactions
- Responsible for handling large amounts of cash flows

## **HONORS AND AWARDS**

Alpha Lamda Delta: Freshman Honors Society: Fall 2007

Dean's List: Spring 2008, Fall 2008, and Spring 2009

## **ORGANIZATIONAL MEMBERSHIP**

Honors Program

*Spring 2009-Present*

Gamma Iota Sigma

Professional Insurance Co-ed Fraternity

*Joined Fall 2009*

Business Administration Association

*Spring 2008-Spring 2009*

## **VOLUNTEER WORK AND COMMUNITY SERVICE**

Special Olympics Headquarters Offices, Normal, IL

*Fall 2007-Present*

- Assisted in the process of organizing fundraising events
- Provided assistance in tasks to inform the public and participants about events

State Farm Insurance, Bloomington, IL

*Fall 2008*

- Observed how to process a claim
- Enhanced my customer service skills

Habitat for Humanity, Bloomington IL

*October, 2007*

- Constructed a home for a low income family
- Interacted with other ISU students in a collaborative effort