

# STACY M. TZAKIS

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## OBJECTIVE

To obtain an entry level or trainee position in the insurance industry.

## EDUCATION

**Illinois State University**, Normal, IL

Expected: May 2010

*Bachelors of Science in Finance*

*Bachelors of Science in Insurance*

**GPA:** 3.09/4.0

Familiar With: Microsoft Word, Excel, PowerPoint, Outlook.

## INTERNSHIP EXPERIENCE

### **Regional Operations Intern**

May - August 2009

*ACE USA Insurance, Chicago, IL*

- Learn internal systems used by the company
- Assist with implementing a business plan - client mapping
- Updated and compiled broker and client spreadsheets to be used as future contacts
- Ran Broker Production reports and forecasted Broker reports used for monthly meetings
- Submitted Loss Control Requests/Pulled Loss Runs per request of custom casualty underwriters

### **Underwriting Intern**

May - August 2008

*Zurich Insurance, Schaumburg, IL*

- Business/data analyses large account equipment breakdown underwriting
- Updating of Reinsurance databases for accuracy
- New and renewed account quote/rating preparation for a senior underwriter
- Market research related to equipment breakdown coverage/competitor data
- Sorting of equipment breakdown claims

## ADDITIONAL WORK EXPERIENCE

### **Sales Associate**

May 2007 - January 2008

*Forever 21, Aurora, IL*

- Cashier/Fitting Room

### **Nanny**

June 2004 - August 2006

*The Wilken Residence, Naperville IL*

- Responsible for watching two children after school and driving them to activities.

### **Data Entry Temp**

August - September 2003

*Factory Card Outlet, Naperville, IL*

- Responsible for transferring information from paper to Excel database.

## CAMPUS ACTIVITIES

**Financial Management Association**, Member

**Gamma Iota Sigma** - Insurance Fraternity, *Special Events Committee Member*

**Pi Sigma Epsilon**, *Historian 2009-2010*

- The only national, co-ed, professional fraternity in marketing, sales and management.

References Available Upon Request