

Kelsey L. Mroczka

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Career Objective:

To obtain an internship with an Insurance company where I can contribute my knowledge in insurance, finance, and reasoning as well as learn, aid, and grow as a business person in a professional setting.

Education:

Illinois State University, Normal, IL Expected May 2011
Bachelor of Science in Insurance and Finance
GPA: **3.45/4.0** MAJOR. GPA **3.55/4.0**

Skills/Abilities:

- Adaptable to change
- Exceedingly organized and attentive
- Constructive time management capability
- Well-developed customer service and communication skills
- Extended work experience with Microsoft Excel, PowerPoint, and Word

Employment History:

Hovey Hall- Illinois State University, Normal IL August 2009- Present

Receptionist

- Receive and send messages by means of internet, fax, and telephone
- Ensure a positive and productive work environment

Papa Smiles Ice Cream Parlour, Chicago, IL August 2004-July 2008

Waitress

- Serve customers in a timely and efficient manner
- Ensure a neat and sanitary work space

Fair Share Finer Foods, Chicago, IL October 2006-April 2007

Cashier

- Balance cash register on a nightly basis without error
- Advocate a friendly and helpful work environment

St. Symphorosa School, Chicago, IL November 2005-April 2006

Secretarial Assistant

- Direct messages promptly within and outside of office
- Schedule and notify patrons for meetings

Extracurricular Activities and Involvement:

ACE-Acquiring the Career Edge September 2009-Present

- Founding Member

Gamma Iota Sigma Insurance Fraternity August 2009-Present

- Member

Business Week 2010 April 2009-Present

- Implementation Team

Junior Achievement January 2009-May 2009

- Teach local children in the Bloomington-Normal area basic economics

Delta Sigma Pi Professional Business Fraternity September 2008-Present

- Secretary, Fall 2009

National Society of Collegiate Honors May 2007-Present

- Member