

Laura Fisher

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(217) 219-0200

OBJECTIVE

Hardworking student seeking an internship in business that utilizes my communication skills and educational background.

EDUCATION

Illinois State University

Normal, IL

Bachelor of Science degree

expected May, 2011

Major: Insurance: BIS Sequence

GPA 2.96/4.0

Related course work: Microsoft Office 2007, Computer Programming for Business, Business Systems Analysis, Risk and Insurance, Business Organization and Management

WORK EXPERIENCE

Carthage Mutual Insurance

Carthage, IL

June 2009-August 2009

Office Assistant

- Assist in the preparation of claim documents and complete tasks given

Milner Library, Illinois State University

Normal, IL

August 2007-Present

Desk Attendant/Rover

- Help patrons find and access information

Dairy Queen

Carthage, IL

July 2005-Present

Shift Manager

- Cashier, customer service
- Deposited money, recorded sales, and made sure employees completed tasks when closing

COMPUTER SKILLS

- Proficient in Microsoft Office 2007
- Web Page Design

ACTIVITIES

Business Administration Association

January 2008-Present

- Blood Drive Committee

Gamma Iota Sigma

January 2009-Present