

Elyse Klimek

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Objective: To obtain an internship in the insurance and risk management industry that will enhance my college experience.

Summary of Qualifications

- Excellent customer service, communication and interpersonal skills
- Dependable, committed and motivated employee
- Problem solver and self-starter

Education

Illinois State University – Normal, IL
Expected Major: Insurance
Expected Graduation: May 2010

Moraine Valley Community College – Palos Hills, IL
Associates Degree: May 2008
GPA 3.24

Employment History

AIG – Chicago, IL May 2008-August 2008
Temporary Summer Position

- Worked in Property Division of Lexington Insurance Co.
- Provided support for underwriters and their assistants
- Organized files and updated records

Jewel-Osco – Orland, Park, IL 2004-2008
Front End Service Clerk, Back Room Dairy Department Stocker

- Provided store guidance and retail assistance to customers
- Maintained the registers and service area
- Organized shelves and assisted with electronic orders for the dairy department

Campus Activities

Gamma Iota Sigma Insurance Fraternity 2008 – Present
Registered Student Organization (RSO) Representative
Special Events Committee
Outstanding Member of the Month – September 2008