

# Kelsie Nicole Griffin

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## **OBJECTIVE**

To obtain a summer internship in insurance or finance to enhance my knowledge in a professional setting

## **EDUCATION**

Illinois State University, Normal, IL  
Bachelors in Insurance and Finance  
Cumulative GPA: 3.95/4.0

*Graduation Date: May 2011*

## **WORK EXPERIENCE**

Claim Toolkit, Naperville, IL  
Service Representative Assistant

*August 2009-Present*

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

MidAmerica Bank/National City Bank, Naperville, IL  
Bank Teller

*March 2005-March 2009*

- 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 AND EXPERIENCES**

Alpha Lamda Delta: Freshman Honors Society: Fall 2007  
Dean's List: Spring 2008, Fall 2008, Spring 2009, and Fall 2009

CPCU Scholarship Award

*Spring 2010*

Selected to attend the 2010 Excess & Surplus Lines Insurance Symposium

*Spring 2010*

Selected to attend the RIMS Conference as ABSIP Student in Boston, MA

*Spring 2010*

## **ORGANIZATIONAL MEMBERSHIP**

Honors Program

*Spring 2009-Present*

Beta Gamma Sigma

*Spring 2010*

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