

# Cara Grapenthien

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## **Job Objective**

Seeking a full time position in the field of Insurance.

## **Education**

- Illinois State University 2005- Senior (Graduate May 2009) Human Resource Management Major, Insurance Minor
- Prospect High School 2001-2005

## **Qualifications**

- Excel in mathematics and computer skills
- Proficient in Microsoft Office 2007
- Strong leadership and customer service skills
- Strong work ethic

## **Professional Experience**

*Subway, Normal IL, Assistant Manager*

August 2006 till present

- Prepare store for daily operations including all paper work, prep work, and bread baking for the day.
- Responsible for motivating and supervising employees
- Responsible for maintaining sanitary conditions of the restaurant
- Provide excellent customer service

## **Internships**

*LandAmerica, Chicago IL, Sales Assistant*

May 2008 till August 2008

- Prepare marketing mailers
- Put together prospective client databases
- Made phone calls to prospective clients to set up appointments for our Account Executive
- Followed along on meetings to observe sales presentations

*Student Media Group, Normal IL, Student Sales Representative*

January 2008 until April 2008

- Called on local businesses to sell advertising space in the Daily Planner
- Prepared orders to send back to corporate
- Responsible for sending complete sales packets in to corporate every week
- Responsible for retaining old cliental as well as taking on new cliental

## **Certifications**

- Will be taking the CPCU 557 exam in December.

## **Community Service**

- Bike Rally for Frontier Days-2008
- Polar Bear Plunge-2008
- Giving Tree-2007
- Relay for Life – 2003-2005

## **Extracurricular Activity**

- PSE-September 07-present