

Robert E. Elliott

reellio@ilstu.edu

OBJECTIVE

To obtain a career in the finance or insurance department where I can utilize my education, expand my leadership and teamwork skills, and add to the overall success of the organization.

EDUCATION

Illinois State University Normal, IL
Bachelor of Science in Finance
Bachelor of Science in Insurance

Expected: May 2010
GPA: 3.21

EXPERIENCE

Finance Internship: HomeStar Bank and Financial Services, Manteno, IL May 2009 – August 2009

- Balanced general ledgers, wrote wire tickets, balanced all of the tellers and vaults daily, helped prepare quarterly reports, balanced check clearing account, made an excel program to prepare for tax payments
- Worked with Excel daily to complete all tasks, and learned new processes on the fly daily

Custodial: Bourbonnais School District, Bourbonnais, IL May 2008 - August 2008

- Participated as a team to ensure the safety and cleanliness of the school
- Built strong relationship skills to guarantee all tasks were completed promptly

Inventory Management and Sales Representative: Family Video, Kankakee, IL January 2007 – August 2007

- Responsible for balancing and operating cash register, assisting customers, closing the store, making the night deposit, and did inventory checks once a week
- Signed up new customers and informed them of specials and incentives

ACTIVITIES

Sigma Chi Fraternity: Theta Rho Chapter August 2007 – Present

- Vice President – Act as the risk manager and help provide safety for the chapter house
- Treasurer – Made budgets for our Philanthropy, Social, and Parents Day Funds

InterFraternity Council: January 2008 – Present

- Executive Vice President- Act as liaison to the delegates and created a new IFC philanthropy
- Vice President of Accountability – Educated Judicial board and presided over all the hearings
- Served as the Sigma Chi Delegate

Gamma Iota Sigma: Alpha Kappa Chapter January 2008– Present

- Attended RIMS Luncheons and a business etiquette dinner
- Went to events that had speakers from the Insurance field

Alternative Spring Break: Boston, Massachusetts March 2009

- Volunteered for a weeklong trip devoted to community service
- Worked with Habitat For Humanity and the American Red Cross to raise hunger and homelessness awareness

CHALLENGE IN BUSINESS COURSE

Insurance Company Operations – Insurance Marketplace Operations Fall Semester 2009

- Acted as a CEO of an insurance company looking through financial statements and market demand
- Was the leader of the game, prepared every angle for each meeting, and entered all decisions
- Discussed tactics and plans through e-mail and cell phone as a group

ACHIEVEMENTS AND ACTIVITIES

- Participated in BLTW, Leadershape, and MGCA leadership conferences
- Partake in Intramural sports football, indoor soccer, and softball at Illinois State University
- Named InterFraternity Council Elite Officer of the Year for the 2008 school year
- Contribute to many community service and philanthropic events throughout the year