

Susan M. Lipps

(815)-508-7135
smlipps@ilstu.edu

OBJECTIVES

To obtain an entry level position within the insurance industry that provides growth and, eventually, international opportunities

EDUCATION

Illinois State University, *Normal, IL*

Bachelor of Science, Double Major, Expected Graduation May 2010

Majors: International Business and Insurance

Cumulative GPA: 3.61

Major GPA: 3.66 International Business, 3.67 Insurance

Kishwaukee Community College, *Malta, IL*

Associate of Science, May 2007

Cumulative GPA: 3.67

AWARDS AND ACTIVITIES

Illinois State University

- **Katie School Student Leadership Program**, Fall 2009 – Present
 - 100 hours of leadership sessions and a risk management assessment of a non for profit company to be completed by April 2010
- Gamma Iota Sigma Member, Fall 2008 – Present
 - **Recording Secretary**, Fall 2009 – Present
- International Business Club, Fall 2008 – Present
 - **President, Fall 2009** – Present
 - **Secretary, Fall 2008** – Spring 2009
- Honors Program Member, Spring 2009 – Present
- Scholarships
 - Scholarship to attend the CPCU National Conference in Denver, Colorado in August 2009 – Fall 2009
 - Scholarship from ADM for Study Abroad – Spring 2009
 - Munich Re Scholarship – Spring 2009

Kishwaukee Community College

- Phi Theta Kappa Honor Society, Spring 2007 – Present
- Dean's List, Spring 2005, Spring 2006, Fall 2006, Spring 2007
- Graduated with Honors, Magna Cum Laude

INTERNATIONAL EXPERIENCE

- **Export Project**: International marketing internship to be completed by July 2010
- **Tecnológico de Monterrey**, Querétaro, Mexico: Study Abroad Summer 2009
 - Related courses: Doing Business in Mexico, Mexican Culture

EXPERIENCE

Scheck and Siress Prosthetics and Orthotics, *Naperville, IL (2004 – 2007)*

Patient Care Coordinator

- Prepared diagnosis codes, verified benefits, and contacted companies regarding past due claims
- In charge of the monthly patient account receivable report

LANGUAGE

Semi-fluent in Spanish

COMPUTER SKILLS

Proficient in Microsoft Office and completed a related university course