

# Sarah E. Coglianese

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secogli@ilstu.edu  
708-305-0942

## OBJECTIVE

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To obtain an underwriting position that enables me to contribute to an organization while advancing my insurance knowledge, communication skills, and leadership abilities.

## EDUCATION

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**Illinois State University** Normal, IL August 2010- expected, May 2012

Bachelor of Science, Insurance

GPA: 4.0

**Loyola University Chicago** Chicago, IL August 2008- May 2010

## HONORS AND AWARDS

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Illinois State University Honors Program

Dean's List Recognition at Illinois State University: Spring 2011, Fall 2010

Central Illinois Chapter of the Society of CPCU Scholarship 2011

Spencer Educational Scholarship 2011

Katie School Scholarship 2011

Dean's List Recognition at Loyola University Chicago: Fall 2009, Spring 2009

Erin E. Olmsted Memorial Scholarship 2008

## WORK EXPERIENCE

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**Travelers Insurance:** Business Insurance Underwriting Professional Development Program Intern June 2011- August 2011

- Analyzing submissions and reviewing results with underwriters in Excess Casualty department
- Collaborating with co-workers to create an internal file exchange
- Completed online courses and exams
- Attended Intern Symposium at Home Office in Hartford, CT

**The Enchanted Florist:** Store Sales & Flower Assistant, Wedding & Events Set-up Assistant May 2009 – December 2010

- Customer service and resolution – online, phone, and walk-in orders
- Creative design – developed and created floral arrangements
- Organizational management – store set up, supply requisition
- Event management – scheduled, created products, and set up for various functions

**Orland Park Public Library:** Page February 2008- August 2008

- Customer relations
- Inventory management and special projects

**George Wideikis Tennis Lessons:** Assistant Tennis Instructor May 2007- August 2007

- Mentored and motivated students
- Developed lesson plans, assisted in teaching, and monitored student progress

## ACTIVITIES

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**Gamma Iota Sigma** August 2010- Present

- Treasurer: August 2011-May 2012
- Selected to visit Gen Re and Chartis to learn about these companies and insurance
- Attended presentations including but not limiting to "Effective Networking", "Lunch and Learn: Surplus Lines", "Etiquette Dinner", and "Risk Manager in Residence"

**RIMS** December 2010- Present

**ISU Wesley Foundation** March 2010- Present

- Social Events Co-Director: January 2011 - Present
- Social Events Assistant Director: August 2010- December 2010
- Created and led events to increase member involvement and strengthen member relationships
- Volunteered at Habitat for Humanity as part of a mission trip in March 2010, March 2011

**Kappa Kappa Gamma** August 2009-May 2010

## VOLUNTEER WORK

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- **Chicago Marathon-** Currently training for the marathon and raising \$950 for the American Cancer Society October 2011
- **Habitat for Humanity-** Greater Miami Spring Break 2011, Spring Break 2010
- **Relay For Life** Spring 2010, Spring 2008, Spring 2007, Spring 2006
- **Reading is Fundamental-** Chicago Public Schools Fall 2008

## COMPUTER SKILLS

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Proficient in Microsoft Word, Excel, PowerPoint, and Access.