

# *Rebecca S. Clark*

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## **Education**

ILLINOIS STATE UNIVERSITY – Normal, IL  
Major: Actuarial Science                      Minor: Insurance  
Expected Graduation Date: May 2014

Cumulative GPA: 3.93 / 4.00

## **Academic honors**

Dean's List: Spring 2011, Fall 2011  
State Farm Scholar: Fall 2010 – Present  
Honor's Program: Fall 2010 – Present  
Illinois State Scholar: Spring 2010  
Grinnel Mutual Road to Success Scholarship: Spring 2010  
Woodland High School PTO Scholarship: Spring 2010

## **Work Experience**

### **Computer Lab Monitor**

January 2012 – Present

Illinois State University, Normal, IL

- Observe appropriate use of labs
- Enforce lab policies such as:
  - Prohibiting food, drink and tobacco products
  - Only allowing approved students to use equipment
- Clean computer monitors, keyboards and work spaces

### **Hostess**

April 2010 – August 2010

Streator Country Club, Streator, IL

- Answered phone calls for reservations and other business
- Greeted and sat customers in a friendly way
- Organized seating for special events such as holidays for up to 150 people
- Communicated with kitchen and serving staff efficiently

### **Dishwasher**

May 2007 – August 2007

Manville Camp, Manville, IL

- Cleaned and sanitized pots, pans and cooking utensils
- Maintained kitchen equipment
- Took inventory of kitchen supplies

## **Activities/Community Service**

Honor's Student Organization  
Gamma Iota Sigma – Alpha Kappa Chapter  
Actuarial Club

Fall 2010 – Fall 2011  
Fall 2010 – Present  
Fall 2010 – Present