

# Shelby Brajewski

708-214-1152  
sbrajew@ilstu.edu

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## OBJECTIVE

To obtain an internship with an Insurance or Finance company to gain valuable work experience by enhancing my skills and networking ability

## EDUCATION

Illinois State University, Normal, IL  
Major: Insurance and Finance  
*Bachelor of Science*, May, 2013  
College of Business  
Major GPA: 3.86/4.0 Overall GPA: 3.89/4.0

## RELATED COURSEWORK

- Financial/Managerial Accounting
- Introduction to Risk and Insurance
- Writing for Business & Government Organizations
- Finance, Insurance and Law
- Business Finance

## Work Experience

**Admissions Ambassador** 3/2011 - Present  
Office of Admissions, Illinois State University Normal, IL

- Lead guided tours to prospective students and answer questions
- Answer calls and questions from students and parents
- Lead 1.5 hour tours weekly around Illinois State University
- Lead open house and Transfer Day sessions

**Tutor** 12/2010 – 5/2011  
Julia N. Visor Center Academic Center, Illinois State Normal, IL  
Tutor statistical Reasoning

- Help students understand difficult subjects
- Lead tutees during sessions

**Party Coordinator** 6/2006 - 12/2010  
Polka Dots and Ponytails Frankfort, IL  
Hosts girls birthday parties

- Lead children in entertainment activities
- Handled payment of party events
- Recognized for trustworthiness, motivation and dependability

**Crew Member** 5/2008 -8/2010  
Oberweis Ice Cream & Dairy Mokena, IL

- Responsible for an accurate money register, customer service and preparation of products
- Commended often for reliability, good customer skills, and correct register balance

## HONORS AND AWARDS

Achieved College of Business Deans List status as a Freshman/Sophomore Member, Alpha Lamda Delta Honor Society, 2009 - Present

## ACTIVITIES

Participated in Study Abroad program in England and Belgium, studied business courses at the University of West England, Summer 2011  
Volunteered in Alternative Spring Break, helped with hurricane disaster in Pensacola, Florida, Spring 2011  
Member of a National Insurance Fraternity-*Gamma Iota Sigma*  
Member of a Professional Business Fraternity- *Pi Sigma Epsilon*  
Member of Circle K 2009-2010