

**Laura Fisher**  
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### **OBJECTIVE**

Hardworking student seeking an internship in business that utilizes my communication skills and educational background.

### **EDUCATION**

Illinois State University Normal, IL  
Bachelor of Science Degree Expected May, 2011  
Major: Insurance GPA 3.01/4.0  
**Related course work:** Risk and Insurance, Property Insurance, Computer Programming for Business, Business Systems Analysis, Microsoft Office 2007

### **WORK EXPERIENCE**

**Carthage Mutual Insurance** Carthage, IL June 2009-August 2009  
**Office Assistant**

- Assisted in the preparation of claim documents and completed tasks given

**Milner Library, Illinois State University** Normal, IL August 2007-Present  
**Desk Attendant/Rover**

- Help patrons find and access information

**Dairy Queen** Carthage, IL July 2005-Present  
**Shift Manager**

- Cashier, customer service
- Deposit money, record sales, and make sure employees complete tasks when closing
- Develop leadership skills

### **COMPUTER SKILLS**

- Microsoft Office 2007
- Web Page Design
- Microsoft Visual Studio 2008

### **ACTIVITIES**

- Gamma Iota Sigma January 2009-Present
  - Attend general meetings and events
  - Network with insurance professionals
- Business Administration Association January 2008-January 2009
  - Blood Drive Committee