

Laura Nance

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(708) 214-1069

Objective To obtain an internship for the summer of 2010 that will further my knowledge and experience in the insurance industry.

Education B.S. Degree in Insurance, Illinois State University
Minors in Financial Planning & Organizational Leadership
GPA: 4.0/4.0
Expected: May 2011

Experience June 07-August 09 Oak Lawn Park District Oak Lawn, IL

Camp Counselor

- Coordinated the care and well being of young children
- Provided an enthusiastic and educational environment
- Proficient in CPR and other emergency care services

Feb 08- May 08 Granite City Food & Brewery Orland Park, IL

Hostess

- Greeted guests in a friendly manner
- Promoted specials and provided recommendations
- Directed seating flow of restaurant floor

July 05-May 07 Buca Di Beppo Orland Park, IL

Hostess/Take-Out/Waiter's Assistant

- Demonstrated leadership ability as a head hostess
- Adapted quickly to the many changes a restaurant can present
- Expanded take-out segment of business by being part of the introduction of curb side pick up

June 04-July 05 GAB Robins North America Westmont, IL

Office Assistant

- Filed, photo-copied, and faxed documents
- Input claim data into information database
- Trained in various office related tasks

**Activities/
Honors**

- Welcome Week Committee Member, Gamma Iota Sigma
- Member, Katie School Student Leadership Program
- Member, Illinois State University Honors Program
- Member, Business Administration Association
- Project Leader, Phi Theta Kappa

References References available upon request.