

Julie Joyce

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Objective

To achieve a position in the insurance field in order to enhance my knowledge and apply my education in my desired field.

Education

Illinois State University
Bachelor of Science Degree in Insurance
Cumulative G.P.A. 3.36
Graduation: May 2009

Normal, IL
August 2006-Present

Western Illinois University
General Student

Macomb, IL
August 2005-May 2006

Qualifications

- Adapts well to new environments
- Strong communication skills
- Has passion to learn and succeed
- Works well with co-workers
- Can multi-task and prioritize extremely well
- Computer skills: Word, Excel and PowerPoint

Relevant Work Experience

Midwest Insurance Company
Executive Claims Assistant (Internship)

Springfield, IL
June 2008-August 2008

- Access to client's files
- Worked closely with Senior Vice President to redesign claims website
- Filed, alphabetized paperwork
- Checked on three point contact to verify that claims analysts met their requirements
- Observed workers compensation claims
- Senior Vice President requested my part time work throughout the year

Additional Work Experience

Prairie International
Office Assistant and Parts Department Assistant

Springfield, IL
May 2005-August 2006

- Computer work
- Kept track of inventory
- Filed, alphabetized paperwork, made copies
- Organized parts storage room

Soccer Post
Customer Service/Sales Associate

Naperville/Glen Ellen, IL
2001-2005

- Inventory
- Computer work
- Cash register

Outside Activities: Professional Membership in Gamma Iota Sigma fraternity