

**EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA**

Bachelor of Business Administration, Graduation: January 2015

Major: Risk Management & Insurance

Minor: Healthcare Management

**ACTIVITIES:** Gamma Iota Sigma Professional Risk Management and Actuarial Science Fraternity, Spring 2013 – Present

- Math Competition Committee, Spring 2013 – Present
- Student Member, Delaware Valley Chapter of RIMS, Spring 2013 - Present
- Temple Women's Rugby Club, August 2010-Present
- *Treasurer*, May 2011-January 2012
- *President*, January 2012-Present
- *Collegiate Rugby Championship Team Manager*, March 2013-June 2013
- Student Member, Healthcare Financial Management Association, Spring 2013-Present
- Temple Pre-Physical Therapy Association, Fall 2010-Fall 2011

**EXPERIENCE: ANDERSON INSURANCE AGENCY, Manahawkin, NJ**

*Intern, May 2013-August 2013*

- Studied the National Flood Insurance Program to assist in gathering client information for the flood reformation and to aid in the transfer of all flood insurance clients to a new carrier.
- Worked to maintain the Agency System by closing claims, processing new claims and contacting carriers for status updates on dated claims.
- Assisted Customer Service Representatives with daily tasks including filing, billing, quoting new business and servicing existing accounts.

**BARNES & NOBLE BOOKSELLERS, Philadelphia, PA**

*Textbook Associate, January 2011-Present*

- Assist students in locating appropriate textbooks for their classes.
- Proficient in fulfilling, receiving and processing orders and shipments.
- Maintaining and stocking shelves on a daily basis.

**LONG BEACH TOWNSHIP BEACH PATROL, Brant Beach, NJ**

*Beach Badge Checker, June 2006 - August 2009*

- Provided a service of beach badge inspection and sales within assigned beaches.
- Weekly sales quotas were consistently met and/or exceeded. (120 badges/week)
- Responsible for enforcing all beach and township rules and regulations.

*Assistant Beach Badge Supervisor, June 2010 – August 2010*

- Assumed role of Supervisor upon absence.
- Assisted supervisor and checkers in daily activities.

*Beach Badge Supervisor, June 2011 – August 2012*

- Organized schedule, payroll and weekly, monthly, and seasonal sales for up to twenty checkers.
- Responsible for collection and distribution of money and badges to beach badge checkers each day.
- Assisted beach badge checkers with customer service when necessary.

**COMPUTER SKILLS:**

- Mastery of Microsoft Office programs (Word, Excel, PowerPoint, Access)