

## COURTNEY CLARK

### **Local Address:**

1812 North 16<sup>th</sup> Street  
Philadelphia, PA 19122

### **Permanent Address:**

128 North School Lane  
Lancaster, PA 17603

### **OBJECTIVE:**

Establish a strong background in the Risk Management and Insurance field and eventually hold a job with advancement potential as an underwriter, broker, or risk manager.

### **EDUCATION:**

#### **TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA**

Bachelor of Business Administration, May 2015

Major: Risk Management and Insurance

Scholastic Average: Overall GPA – 3.62

#### **Related Courses (Completed by May 2014):**

- Property and Liability Insurance Functions
- Property and Liability Insurance Coverages
- Life and Health Insurance and Employee Benefits
- Introduction to Human Resource Management
- Information Systems in Organizations
- Financial Management
- Business Communications
- Calculus for Business

#### **Honors and Activities:**

Gamma Iota Sigma Professional Risk Management, Insurance and Actuarial Science Fraternity, Spring 2013 – Present

Student Member, Delaware Valley Chapter of RIMS, Spring 2013 – Present

Society of Human Resource Management, Spring 2012 – Present

Phi Sigma Pi National Honors Fraternity, Fall 2011 – Present

Peer Educator, HEART Wellness Resource Center, Fall 2012 – Present

Peer Educator, Conflict Education Resource Team, Fall 2012 – Spring 2013

#### **Professional Examinations Passed:**

Chartered Property Casualty Underwriter

- Course 557 – Survey of Commercial Risk Management and Insurance, June 2013 (Course Waiver)

### **EXPERIENCE:**

#### **Temple University Office of Undergraduate Admissions, Philadelphia, PA**

*owl Coordinator (Student Supervisor), August 2012 – Present*

- Supervise and delegate office tasks to 40+ student workers
- Interview new tour guides and train employees on office procedures, admissions process, and giving campus tours
- Create and maintain a database of 200+ potential employee applications

#### **Temple University Office of Undergraduate Admissions, Philadelphia, PA**

*owl Ambassador (University Tour Guide), March 2011 – Present*

- Serve as a university representative by giving tours for visitor center hosting 40,000+ prospective families annually
- Organize and conduct Admissions' recruitment events, welcoming hundreds of prospective students to the university's campus
- Provide administrative support for a 15 member professional staff committee who reviews 21,500+ applications

#### **ARAMARK, Philadelphia, PA**

*Global Risk Management Intern, May 2013 – August 2013*

- Supported the functions of a Global Risk Management Department (Risk Finance, Claims, Safety & Risk Control, and Data Support & Analytics) serving 250,000+ employees in 22 countries
- Attended excess and foreign casualty renewal meetings with large carriers and brokers for multimillion-dollar insurance policies
- Completed projects analyzing Aramark's unbundled Workers' Compensation third party administrator program

### **COMPUTER SKILLS:**

Microsoft Word, Outlook, Excel, and PowerPoint

**WILLING TO RELOCATE**

*Midwest*