

DOMINIQUE RAE SCALTRITO

Local Address:

1426 Juniper Street
Norristown, PA 19401

Permanent Address:

1426 Juniper Street
Norristown, PA 19401

OBJECTIVE:

To obtain an internship position in risk management or insurance to gain hands-on experience to complement and utilize the skills acquired through my academic courses.

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, December 2015

Major: Risk Management and Insurance

Scholastic Average: Overall GPA – 3.51

Related Courses (Completed by May 2014):

- Property and Liability Insurance Functions
- Property and Liability Insurance Coverages
- Life and Health Insurance and Employee Benefits
- Managerial Accounting
- Information Systems in Organizations
- Introduction to Risk Management
- Professional Development Strategies
- Statistical Methods and Concepts

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

Wellgates Scholar Member, Spring 2012 – Present

Intramural Volleyball, Fall 2012

Study Abroad, Fall 2013

Dean's List, Spring 2012 – Fall 2012

Professional Examinations Passed:

Chartered Property Casualty Underwriter

- CPCU 551 – Commercial Property Risk Management and Insurance, May 2013

EXPERIENCE:

Conshohocken, PA

Nanny/Babysitter, June 2013 – Present

- Provide for the care, health, safety and well-being of one to three children from the ages of ten months to six years of age
- Responsible for dressing, feeding meals, while abiding by certain dietary requirements, carrying out toileting procedures, and disciplining when appropriate
- Assist with mental and physical development by teaching how to recognize, read, and write numbers, letters of the alphabet, and introductory words, go for walks, ride bikes, play sports and other games in order to keep the children active

The Bahama Company, Jeffersonville, PA

Server, June 2012 – June 2013

- Worked serving one to six tables simultaneously, independently or on a team of two to three servers in a fast-paced environment, took food and beverage orders, examined that orders were correct, cleared and cleaned tables, as well as worked to keep each customer satisfied at all times
- Answered phones, assisted in preparing take-out and delivery orders, handled payments in the forms of cash and credit cards, trusted with counting and closing out the cash register and prepared for the upcoming day by restocking what was necessary and cleaning
- Raised customer checks by suggesting additional courses and better drink choices and trained new employees

Zone Entertainment, Jeffersonville, PA

Event Coordinator/Caterer, June 2010 – May 2012

- Prepared the banquet hall and offsite locations for special events by positioning tables, decorating, and gathering and setting up all necessary food, equipment, and any other materials in order for events to run smoothly
- Served the buffet line, sold raffle tickets, and helped market for upcoming events
- Occasionally served as a waitress, took orders, handled payments, and served guests

COMPUTER SKILLS:

Microsoft Word, Excel, and PowerPoint

WILLING TO RELOCATE

East Coast

