**Local Address:**

1734 N Gratz St

Philadelphia, PA 19122

**KYLE M. ELLIOTT**

**Permanent Address:**

803 Kathy Drive

Yardley, PA 19067

**OBJECTIVE:**

To obtain a summer internship in the property and casualty area of a risk management firm to acquire new skills while applying concepts learned in the classroom.

**EDUCATION:**

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

Bachelor of Business Administration, Spring 2015

Major: Finance

Scholastic Average: Overall GPA – 2.8

**Related Courses (Completed by January 2014):**

- Life and Health Insurance and Employee Benefits

- Property and Liability Insurance Coverage

- Professional Development in Risk Management and Insurance

- Business Communications

- Introduction to Risk Management

- Real Estate Practices

- Real Estate Fundamentals

- Business Statistics

- Legal Environment of Business

- Calculus for Business

**Honors and Activities:**

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

- Student Affairs Committee, Spring 2013

Mentorship Program, Fall 2012

Temple University Flag Football, Fall 2011-2012

Student Member, Delaware Valley Chapter of RIMS, Spring 2013

Temple University Scholarship, Fall 2011

**VALENCIA COLLEGE, Orlando, FL**

September 2010 – April 2011

Scholastic Average: Overall GPA – 3.5

**EXPERIENCE:**

**Philadelphia Insurance Companies, Bala Cynwyd, PA**

*Marketing Intern, June 2013 – present*

- Contacted various insurance brokers to solicit new business and upcoming renewals

- Prepared submissions for renewals and new business

- Created and presented spreadsheets with new business opportunities for different brokers

**EmCare, Horsham, PA**

*Recruiting Assistant, 2011 –2013 (Seasonal)*

- Supported 3 recruiters seeking prospective physicians by sending out flyers and marketing materials

- Filed and maintained physician records, past and present

- Processed and prepared memos, correspondence, travel vouchers, and other documents

**Elliott Entertainment, Yardley, PA**

*Partner, August 2007 – September 2012*

- Owned family entertainment company which specialized in disc jockeying at family celebrations, such as:

Bar/Bat Mitzvahs, weddings, graduation parties, sweet sixteen’s

- Created and maintained annual budget that consisted over $5,000 annually

- Performed over 30 events throughout the Delaware County region

**COMPUTER SKILLS:**

Microsoft Word, Outlook, Excel and PowerPoint

**WILLING TO RELOCATE**