

## KAYLA HINDMAN

### **Local Address:**

2015 North 16<sup>th</sup> Street, Apartment 2  
Philadelphia, PA 19121

### **Permanent Address:**

613 Crescent Street  
Langhorne, PA 19047

### **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 2014  
Majors: Risk Management and Insurance; Marketing  
Scholastic Average: Overall GPA – 3.23

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

- Property and Liability Insurance Functions
- Property and Liability Insurance Coverages
- Life and Health Insurance and Employee Benefits
- Marketing Research
- International Marketing
- Consumer and Buyer Behavior
- Integrative Business Applications
- Business Society and Ethics

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

Gamma Iota Sigma Professional Risk Management, Insurance and Actuarial Science Fraternity, Spring 2013 – Present  
- Math Competition Committee, Fall 2013 – Present  
Student Member, Delaware Valley Chapter of RIMS, Spring 2013 – Present  
Phi Sigma Pi, Fundraising Committee, Fall 2012 – Present  
Philadelphia Day of Service, Fall 2013  
Intramural Volleyball, Spring 2012 – Present  
Philip Bratspis Scholarship, Fall 2013 – Present  
Dean's List, Spring 2012 – Fall 2012

#### **PHILADELPHIA UNIVERSITY, Philadelphia, PA**

August 2010 – May 2011  
Scholastic Average: Overall GPA – 3.39

### **EXPERIENCE:**

#### **V3 Insurance Partners, Newtown, PA**

*Underwriting Assistant, May 2013 – Present*

- Worked as an intern in the professional lines department and helped issue up to 100 policies notice of cancellations, non-renewals, notice of rescissions and endorsements to brokers daily
- Managed the premium accounting inbox, dealing with client and brokers accounting questions concerning invoices, payments, and financial reports
- Evaluated the experience of risks against the class of business and current underwriting appetite to determine renewal status

#### **Temple University, Paley Library, Philadelphia, PA**

*Stacks Operator, October 2012 – May 2013*

- Responsible for the upkeep of the circulating collection of books in the Paley Library
- Organized and shelved books, and assisted students in locating books throughout the library
- Transferred 50 books per week from Temple's library to other Universities

#### **Rita's Water Ice, Bensalem, PA**

*Shift Manager, March 2008 – August 2012*

- Served up to 200+ customers daily, and responded to customer inquiries in the only Rita's Water Ice corporate store
- Oversaw daily store operations, responsible for opening and/or closing the store, and maintaining store cleanliness for franchise partners and corporate employees
- Organized and catered store events for birthday parties and tours for children's programs and fundraisers for childhood cancer

### **COMPUTER SKILLS:**

Microsoft Word, Outlook, Excel, and PowerPoint

**WILLING TO RELOCATE**