**Kelly R. Jones**

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New York, New York 10001

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**Objective**

Management trainee position in the life insurance industry.

**Summary**

* More than three years’ experience in life and property/casualty insurance
* Management internship with Northwestern Mutual
* Magna Cum Laude graduate with BA in Business Administration

**Education**

**Bachelor of Arts in Business Administration, May 2023**

**Illinois State University, Normal, Illinois**

Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

**Courses included:**

Strategic Management Personnel Planning and Selection

Organizational Decision Making Compensation and Performance Appraisal

New Venture Creation Business Data Communications

Quality Assurance Staffing and Selection

**Experience**

**Insurance Internship, June 2022-August 2022**

**Northwestern Mutual, Milwaukee, Wisconsin**

* Responsible for documenting standard workflow within agent offices
* Involved in developing specifications for standard system configuration for agencies
* Developed program for tracking agent commission annuity streams

**Property/Casualty Internship, June 2021-August 2021**

**American Family Insurance, Madison, Wisconsin**

* Developed marketing program to target rural farm customers
* Assisted with developing actuarial tables for new market segments
* Named department Employee of the Month

**Activities**

* Vice President, AMA Student Chapter, 2022-2023
* Secretary, Beta Gamma Sigma honors society, 2022-2023
* Dorm Resident Assistant, 2021-2023

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