**Kelly R. Jones**

123 Main Street, Apt. 101

New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**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

©2023 CollegeGrad LLC. All rights reserved. For personal, individual use only. Templates available for free download at [CollegeGrad.com/resumes](https://collegegrad.com/resumes)