

# JOE COLLEGE

111 Front St.

Harrisburg, Pennsylvania

(717) 555-5555

Joe college@hotmail.com

## HIGHLIGHTS OF QUALIFICATIONS

- Work well both independently and as a contributing team member.
- Well organized and thorough in completing assignments.
- Maintain focus and a positive attitude, even in stressful and demanding situations.
- Strong analytical, problem solving and decision-making abilities.
- Quickly comprehend new systems and methods; willing to learn.

## EXPERIENCE

**Commercial Underwriter, Nationwide Insurance – Harrisburg, PA** June 2001 – Present

- Member of Pennsylvania Commercial Underwriting Team responsible to provide understanding of policies and procedures.
- Authorize and interpret the issuance of approved contracts and coverages to classify risks according to policy standards.
- Accountable for the proper classification of risks to ensure proper rating of price and product to the customer.
- Interpret and utilize approved classification systems and selection standards to determine eligibility for product line.
- Monitor results of underwriting transactions and complete required documentation to ensure proper completion of duties.
- Promotes quality customer service; maintains good relations with all contacts to develop a better understanding of products.
- Maintain high standards of work performance and promotes cooperative working relations with other functional areas.

**Recruiter, ALLEGIS GROUP – Harrisburg, PA** November 1999 – May 2001

- Member of Onsite Commercial Staffing team, a subsidiary of Allegis Group.
- Locate qualified candidates to fill light industrial, manufacturing, and office support positions.
- Present job opportunities to qualified candidates and negotiate contract terms of salary and benefits.
- Interview and screen candidates and complete required documentation.
- Perform reference and skill checks of job candidates.
- Cultivate sales leads from a variety of sources such as Internet, personal relationships, and consultant recommendations.
- Develop and maintain professional relationships with local and regional business clients.
- Consistently set and achieve recruiting and sales goals.

**Sales Consultant, BOSCOV'S DEPARTMENT STORE - Camp Hill, PA** June 1996-November 1999

- Member of the commissioned sales team responsible for promoting and marketing merchandise that contributed to \$2 million in annual sales for the Men's Department.
- Educated 60-80 customers per month on the value and quality of men's clothing.
- Coordinated promotional and marketing activities on a daily basis.
- Provided training, guidance and support to newly hired sales associates.

## MILITARY EXPERIENCE

**Security Specialist, UNITED STATES AIR FORCE** December 1990-January 1995

- Directed security operations for military aircraft and equipment at Howard AFB in Panama.
- Obtained promotion six months early by winning "Senior Airman Below the Zone" award.
- Responded to 100+ security incidents; assessed situation and developed appropriate plans of action.
- Managed nuclear ballistic missile site security at Whiteman AFB, Missouri.
- Awards include: Air Force Achievement Medal, Good Conduct Medal, and National Defense Service Medal.
- Awarded "Airman of the Quarter" out of 1,000 personnel in December 1991.
- Possessed "Secret" level security clearance.

## EDUCATION

**Master in Public Administration, expected May 2007**

PENNSYLVANIA STATE UNIVERSITY – Harrisburg, Pennsylvania

**Certificate in Management Program, American Management Association (2002)**

HARRISBURG AREA COMMUNITY COLLEGE - Harrisburg, Pennsylvania

**Bachelor of Science in Kinesiology, Classics Minor (1999)**

PENNSYLVANIA STATE UNIVERSITY - University Park, Pennsylvania

- Semester Abroad: Athens Greece (Spring 1998)
- Member: Hellenic Society

**Associate of Arts in General Studies (1996)**

HARRISBURG AREA COMMUNITY COLLEGE - Harrisburg, Pennsylvania

## ADDITIONAL SKILLS

- Computer literate; familiar with HTML, Microsoft Office, Netscape, Internet Explorer.
- Knowledgeable in web page design, spreadsheets, presentations and word processing.
- Fluent in Greek; strong working knowledge of Spanish.
- Certified in CPR, First Aid, and AED.
- Member of the Health and Safe Workplace Committee.
- Co-Editor of Agency Newsletter "Picture This".

REFERENCES AVAILABLE ON REQUEST