**Business Administration Resume Template**

**George Clinton**

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**Objective:**

To achieve Management trainee position in life-insurance industry.

**Summary of Qualifications:**

* More than seven years of experience in life and property/casualty insurance.
* Management internship with Southeastern Mutual.
* Magna Cum Laude graduate with BA in Business Administration.

**Achievements:**

* Award for excellence in the year 2005
* Best employer of the year 2003

**Career Experience/ Job History:**

2006-Present Southeastern Mutual, Kenai, Alaska, US

* Responsible for documenting all standard workflow within agent office’s.
* Involved in developing specifications for standard system configuration for agencies.
* Developed program for tracking agent commission annuity streams.
* Insurance Internship, May 2006 – August 2006

2002-2006 BOGB life insurance Ltd., Barrow, Alaska, US

* Developed marketing program to target rural farm customers.
* Assisted with developing actuarial tables for new market segments.
* Property/Casualty Internship, May 2002 – August 2002

**Education:**

Bachelor of Arts in Business Administration, May 1999, Saint Leo University. Alaska. Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken 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

**Professional references available on request.**