

Emily Lorenzen

Emily-lorenzen@uiowa.edu | (515)-421-7576

Permanent Address: 5617 Beechtree Drive, West Des Moines, IA 50266

SKILLS

- Strong Time Management
- Flexible and collaborative
- Strong Customer service and relationship building skills
- Strong Communication Skills
- Strong Analytical Skills
- Strong Problem Solving Skills

EDUCATION

The University of Iowa, Iowa City, IA

Graduation: May 2022

Bachelor of Business Administration

Major: Finance

Certificate: Risk Management & Insurance

Cumulative GPA: 3.56/4.00

WORK EXPERIENCE

GuideOne Insurance, West Des Moines, IA

May 2021 – August 2021

Finance Intern

- Responsible for organizing general ledgers
- Assisted on several projects in different areas including specialty reinsurance, tax and risk modeling
- Balanced monthly bank reconciliations

Goodfellow Printing, Iowa City, IA

August 2019 – April 2020

Receptionist

- Provide strong customer service both in person and over the phone
- Process accounts receivable in a timely and accurate manner
- Exhibit professionalism at all times while providing a positive customer experience

Craig Household, Waukee, IA

April 2020-August 2020

Child Care Provider

- Monitored daily care of four children ages 7-12
- Responsible for cooking, cleaning, transportation and help with homework
- Helped coordinate household activities for both children and adults

Scheels Sporting Goods, West Des Moines, IA

August 2016 – January 2019

Customer Service Representative

- Reconciled cash drawers daily
- Trained new cashiers and new customer service representatives
- Always provide strong customer service while exhibiting professionalism

HONORS/ACTIVITIES/SERVICE

- University of Iowa Dean's List
- E. Lester Williams Scholarship
- Kappa Kappa Gamma Sorority
 - Risk Management Committee Member
- Dance Marathon Volunteer