

Kylene Hoven

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Professional Summary

Analytical and dependable senior with vast professional and relevant experience and knowledge of business, mathematics, and problem solving. Excellent communicator with drive and strong interests in traveling. Seeking post-graduate employment to utilize hard work ethic, ability to learn quickly, and adaptability.

Education

Iowa State University, *Ivy College of Business*

Bachelor of Science in Finance

GPA:

Ames, Iowa

May 2023

3.44/4.00

Relevant Coursework

Personal Risk Management and Insurance

Corporate Risk Management and Insurance

Analytical Methods in Finance

Business Professional Development

Business Communication

Relevant Work Experience

Business Analyst Intern

September 2022-Present

Farm Bureau Financial Services, West Des Moines, Iowa

- Formed and maintained professional relationships with company associates and affiliates to expand network
- Demonstrated proficient communication, analyzation, and comprehensive retention skills
- Analyzed over 775 company policies, procedures, documents, and contracts to improve internal business systems
- Scrutinized nine onboarding processes to provide feedback and opinion on potential enhancement opportunities

Contract Underwriting Intern

Summer 2022

Merchants Bonding Company, West Des Moines, Iowa

- Developed and sustained professional relationships within the company and with affiliates to evolve network
- Demonstrated strong communication, financial, risk analysis, and problem-solving skills to complete daily tasks
- Learned new applications and used them to modify the current training and onboarding program
- Recorded, analyzed, and distributed data on various accounts to make specific underwriting decisions
- Participated in ~ 10 of the provided intern development program, events, and seminars to grow professionally

Professional Work Experience

Donation Caller

October 2022-December 2022

Iowa State University Foundation, Ames, Iowa

- Applied communication skills to create and foster current and potential relationships with the foundation
- Explicated funds' purposes with minimal prior knowledge to collect donations in various university departments
- Processed prospect information correctly for five donation collections and restoration of over 125 records

Skills

Business Applications: Visio, ImageRight, JMP, Crystal Ball, Eviews

Interactive Platforms: Rise 360, Webex, Zoom

Microsoft Office: Excel, Outlook, PowerPoint, SharePoint, Word, Teams