

EMILY A. DESMARAIS

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OBJECTIVE Pursuing a full-time position where I can utilize my Economics and Commercial Real Estate degree, five years of office experience, and strong personal skills while gaining further training and enhancing the company's reputation.

EDUCATION **University of Connecticut**, Storrs, Connecticut
Bachelor of Science in Business **MAY 2016**
Major: Economics; Minor: Commercial Real Estate & Urban Economics
GPA: 3.0

RELEVANT COURSES **Real Estate, A Practical Approach** **Real Estate Finance**
Economics of the Law **Real Estate Markets**

SKILLS **Language:** French
Computer: MS Excel, MS Word, MS PowerPoint, FELIX, SharePoint, Outlook, Scottrade, Yahoo Finance, MIP, The Agency Manager

RELEVANT EXPERIENCE

BOUVIER INSURANCE, West Hartford, CT **Sept. 2010 – Present**
Administrative Assistant

- Perform obligation as a receptionist on an as-needed basis including calls, mailings, email, and insurance certificates.
- Responsible for filing and administrative work.
- Familiarize myself with the company management process including employee relations and event planning.

Marketing Internship **May 2015-Sept. 2015**

- Participate in training and guiding new interns during an expansionary period for the company to ensure ease of incorporation and attention to detail.
- Collaborate to strategize marketing tactics including cold calls, creation of flyers, personalized business cards and data collection to increase client base.
- Work closely with executive and sales staff and actively receive guidance to meet their needs.
- Help sales staff to personalize and embellish mailings.
- Provide concise excel spreadsheets of prospective client information to agents.
- Participate in weekly staff meetings and monthly sales meetings.

Sales Internship, West Hartford, CT **Dec. 2015-Jan. 2016**

- Understand the entire sales process and the inner workings of an insurance agency through very hands-on practice.
- Create own marketing plan based on knowledge gained including cold calling, lead lists, setting appointments, needs profiling, presentation skills and handling objections.
- Create a presentation on the insurance needs of the Millennial Generation that will be used by existing producers.
- Attend sales meetings, appointments and inspections with the President; learn how to interact with colleagues involved in the sales process.

THE UCONN FOUNDATION, Storrs-Mansfield, CT **May 2015 – Present**
Student Internship, Finance and Treasury Services

- Process stock gifts received including proceeds break-outs, research, journal entries and valuations.
- Create disbursements requests and purchase orders.
- Conduct historical research, filing and organizational tasks.
- Assist with third-party and in-house trusts including collection, logging, filing, and distribution.
- Interact with the CFO and investment analysts to familiarize myself with investments and stocks.
- Handle mailings including FedEx and Certified mail.
- Prepare documents for tax filings, memorandums, and facsimiles.
- Maintain utmost discretion with donor information and anonymous gifts to adhere to company policy.

ACTIVITIES /ASSOCIATIONS

- **EMERGENCY MEDICAL TECHNICIAN CERTIFICATION** **MAY 2014 – MAY 2016**