

LORI N. POLK

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OBJECTIVE: To find an entry-level position in a company that will allow me to utilize the skills and knowledge I have obtained from my college education and also help me to grow in their corporation.

EDUCATION

Bachelor of Science in Business with emphasis in Financial Services, 2007
The Pennsylvania State University – Abington, PA

RELEVANT PROJECTS

- Analyzed financial statements of a company to assess their earnings in order to see if the company could afford a new benefit program. Developed a benefit package.
- Prepared a ratio analysis for a company with yearly earnings. Designed a plan to raise capital which included the buying and selling of stocks and bonds.
- Analyzed case studies in a team to identify financial problems utilizing financial tools, such as beta and alpha to evaluate the company and suggest ways to solve the problem.

PROFESSIONAL EXPERIENCE

June 2006 – September 2006 **Catalog/Credit Sales Assistant, JcPenney**

- Provided customer service through helping customers place catalog orders and retrieving their orders.
- Promoted credit programs, resolved customer complaints with JcPenney credit, and processed JcPenney credit card payments.
- Managed the department and worked as switchboard operator, when needed.

January 2007- May 2007 **Intern, Ameriprise Financial**

- Effectively supported several of the top financial advisors on numerous projects dealing with their client's financial plans using strong organization and prioritizing skills.
- Provided assistance to the Vice President on a recruiting project.
- Consistently completed general office duties accurately and ahead of schedule.

TECHNICAL SKILLS

- ✓ Microsoft Office 2003 Word, Excel (Spreadsheet), PowerPoint and Project

✓ Windows XP