***IRENE N. DURKIN***

[*irene.durkin@att.net*](mailto:irene.durkin@att.net) *(860)214-4042*

**QUALIFICATIONS**

* Strong office experience in a variety of environments; marketing, finance, administrative assistant, accounting, and sales.
* Strong organizational ability and software ability.
* Strong communication skills.

**EDUCATION**

***Teikyo Post University              December 2003***

* B.S. Integrated Business**-**3.6 G.P.A.-Graduated Cum Laude

**PROFESSIONAL EXPERIENCE**

***Chubb Insurance, Simsbury, Connecticut June 2009 – December 2009***

***Administrative Assistant***

* Scheduling
* Transferring and forwarding calls
* Managing calendar
* Booking appointments and meetings

***The Hartford, Simsbury, Connecticut        October 2007 – June 2009***

***National Insurance Company***

***Sales Desk Administrator***

* Attendance, paid-time-off balances for forty employees
* Provided weekly and monthly budget and sales production reports
* On-boarded new employees
* Organized training meetings
* Inputted and approved expense reports
* Responded to daily requests to recode and refer insurance cases
* Coordinated with numerous sales field offices
* Resolved tech issues concerning software
* Created check requisitions to pay invoices

***Hartford County Bar Association, Hartford, Connecticut*     *April 2007 – October 2007***

***Hartford County Legal Non-Profit***

***Community Outreach Coordinator***

* Answered Lawyer Referral Service, referred clients to attorneys
* Accounts Receivable
* Attended community outreach meetings that

promoted careers in the legal field

***Red Cross, Farmington, Connecticut       January 2007 – April 2007***

* Finance -Accounts Receivable

***Lawyers Without Borders, Inc., Hartford, Connecticut*           *January 2006 – December 2006***

***International Legal Non-Profit***

***Manager***

* Research
* Organized volunteer schedules
* Updated L.W.O.B. website
* Organized weekly volunteer orientation
* Assisted Executive Director

***Tribune Media, Fox 61 Hartford, Connecticut                June 2004 – January 2006***

***National Media***

***Traffic Assistant***

* Entered commercials into daily air-time logs
* Produced sales reports
* Edited PowerPoint presentations
* Maintained filing system
* Assisted Account Executives

***Milliman Global, Windsor, Connecticut         December 1996 – June 2004***

**National and International Consulting Firm**

**Marketing Assistant**

* *Editor for monthly newsletter*
* *Travel arrangements*
* *Maintained records inventory*
* *Composed correspondence and reports*
* *Reviewed and approved monthly invoices*
* *Accounts Payable/Accounts Receivable*
* *Coordinated meeting and conference planning*
* *Updated content for website*

***Software Skills***

*Microsoft Word Microsoft Excel Microsoft PowerPoint*

*Internet Outlook Lotus Notes*