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

**QUALIFICATIONS**

* Strong office experience; Marketing, Finance, Accounting
* Strong Microsoft Office Skills

**EDUCATION**

**Teikyo Post University           December 2003**

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

**PROFESSIONAL EXPERIENCE**

**Aerotek, Rocky Hill, Connecticut April 2011 – June 2011**

***Project IT Assistant***

* Asset Management Database
* Extensive Excel, including Pivot table creation and management
* Cleaning up and maintaining asset inventory
* Working with contractors to verify accurate database usage
* Combining databases and working with multiple spreadsheets
* Reported to an offsite director

**The Chubb Corporation, Simsbury, Connecticut September 2009 – December 2009**

**National Insurance Company**

***Administrative Assistant***

* Scheduling itineraries
* Transferring and forwarding calls
* Managing multiple calendars
* Portfolio-appointments and meetings
* Data analysis; compensation time cards

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

**National Insurance Company**

***Sales Desk Administrator***

* Attendance, paid-time-off balances for internal sales desk
* 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
* Accounts Payable

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

**International Legal Non-Profit**

***Legal Manager***

* Researched Non-Legal Interest Groups
* Organized volunteer schedules
* Updated L.W.O.B. website
* Organized weekly volunteer orientation
* Assisted Executive Director

**Tribune Media, Fox 61,Hartford Connecticut June 2004– December 2005**

**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 Inc., Windsor Connecticut December 1996 –June 2004**

**National and International Actuarial Consulting Firm**

***Marketing Assistant***

* Newsletter Production
* Create and Distribute Marketing Materials
* Maintain and enhance Mailing Lists and Contact Databases
* Maintain Hartford Office Website
* General Marketing Support
* Proposal Development
* RFP Identification