

LeAnn Quillin

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Objective

A self-motivated individual who supports new, innovative methods to accomplish goals and solve problems. A philanthropic team member who treats people with respect, communicates in a professional manner and promotes positivity and motivation.

Education

- Mercer County High School Aledo, IL | High School Diploma 2010
- Black Hawk College Moline, IL | 2010

Experience

February 2020 – Current | Hours per week: 40

Owner/Operator | Pine Ridge Place | Aledo, IL

Book keeping and clerical tasks; Milling lumber; Custom wood projects; Engraving; Finishing wood; Written and oral communication with customers; Resolving customer issues

December 2012 – May 2015 | Hours per week: 40

Case Manager- Underwriting | Royal Neighbors of America | Rock Island, IL & Mesa, AZ

Reviewing customer applications for accuracy before entering information into automated system; Inputting customer data into automated systems for processing; Reviewing customer applications; Gathering customer data; Written and oral communication with agents to verify accuracy of information; Analyzing customers' medical history and identifying significant factors within it; Making underwriting decisions on certain cases; Performing a range of clerical assignments and resolving associated problems; Utilizing a variety of office automation systems

- I completed many LOMA (Life Office Management Association) training courses to further my education within the life insurance industry.
- I was placed on many different projects including working with other departments to better the company's procedures and working closely with our IT department to test new office automation software being implemented. I had to plan and organize the work and testing

needed prior to implementation. I analyzed the program faults, and recognized solutions. I then wrote new procedures that my department could use going forward, and trained my department on the new system.

- I volunteered and organized many philanthropic events during my time with RNA including volunteering with Feed My Starving Children, Packages from home, and partnered with many other great organizations, and I am still currently part of an RNA chapter.

October 2010 – December 2012 | Hours per week: 20-32

Hostess & Marketing Representative | Bennigan's | Rock Island, IL

Seating guests; Cleaning tables; Cleaning restaurant; Checking on guests; Collaborating with nearby businesses; Creating a variety of marketing materials to bring customers in; Distributing marketing material; Working with other location's marketing representatives.

March 2011 – March 2012 | Hours per week: 60

Co-Manager | Victoria's Secret | Moline, IL & Davenport, IA

Recruiting employees; Reviewing applications of potential employees during the hiring process; Interviewing potential employees in order to make hiring decisions; Making job offers; Training associates; Coaching employees; Delegating tasks; Ensuring associates stay on tasks; Keeping track of sales and meeting business goals; Making sure merchandise presentation and signage is up to standard; Managing inventory; Working with transit companies on incoming inventory; Promoting community involvement; Responding to customer's needs and complaints.

- I managed 2 different store locations for Victoria's Secret: 1 with \$1-4 million budget and another location after with a \$4-6 million budget.
- Each month I picked a different local charity for my team and I to donate to, examples: 1 month we raised non-perishables to donate to a food bank; 1 month we brought in bras to donate to a local domestic violence shelter.

Professional References

Laurie Louck | Royal Neighbors of America | 309-236-9751

Karen Sayre | AAA Ammunition Plant | 319-850-3019

Becky Earl | Royal Neighbors of America | 309-737-9160