

Nicole Grendzinski

Nigrend@ilstu.edu | 630-201-4492 | Woodridge, IL | www.linkedin.com/in/Nicole-I-G

Education

Illinois State University

Normal, IL

Bachelor of Science Finance and Risk Management/Insurance

May 2021

GPA: 3.60/4.00

Work Experience

Sompo International

Chicago, IL

Underwriting Intern – Inland Marine Insurance

Jun. 2019 – Aug. 2019

- Shadowed highly skilled professionals in the industry, learning the skills to properly underwrite for an account from start to finish
- Organized meetings and conference calls through Outlook Office 365 for my team
- Produced emails requesting and sending out forms from / to clients
- Engaged in weekly lunch and learns regarding the insurance industry led by executive members of the company

Cypress Cove Family Aquatic Park

Woodridge, IL

Lifeguard

May 2018 – Aug. 2018

- Monitored safety and well-being of 5,000+ guests in and around the swimming pool area
- Provided information, assistance, and customer service to guests regarding safety and issues that occur
- Participated in rotation schedule, ability to work under pressure and contributed as a part of a team
- Performed multiple rescues in the event of drowning or swimming accidents

Child Care Provider

Woodridge, IL

Caretaker

May 2012 – Aug. 2017

- Observed 3 children, and tailored activities to coincide with their unique talents
- Demonstrated ability to handle emergency situations efficiently and act accordingly to the situation at hand
- Formed a steady schedule for the children to maintain an organized and structured environment
- Instructed children in health and personal habits, such as eating, resting, and toilet habits

Leadership & Involvement

Gamma Iota Sigma

Normal, IL

Director of Publicity

Feb. 2019 – Present

- Promote the organization through social media to gain more recognition / members on campus
- Expand knowledge of insurance industry by attending panels, and other events with industry leaders

Alpha Kappa Psi- Professional Business Fraternity

Normal, IL

Marketing Committee

Sept. 2017 – Present

- Work closely with a group of two individuals to produce weekly social media posts to improve the chapter's campus outreach
- Assist in the design of fraternity apparel while cooperating with 8 other individuals

Pledging Member/ Secretary

Sept. 2017– Nov. 2017

- Ran a successful social media marketing business called while gaining important social media knowledge
- Operated in a team of 15 to achieve a successful social media marketing business by developing a business plan

Business Week

Normal, IL

Mentor

Feb. 2019

- Chosen from a competitive pool of 90 applicants to participate in various organized business events
- Learned to communicate effectively and contribute to professional conversations in business settings

Volunteer

Adopt-A-Street

Normal, IL

Volunteer

Sept. 2017– Present

- Consistently participate in improving the condition of the community by picking up debris on a local street

Midwest Food Bank

Normal, IL

Volunteer

Sept. 2018 – Present

- Package and prepare food products for less fortunate families in the community