

KIRSTEN RAE HELMS

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JOB OBJECTIVE To obtain a challenging position that utilizes my skills and abilities and offers opportunities for professional and educational growth.

EDUCATION Bachelor of Science, May 2000
Major: BUSINESS ADMINISTRATION
Minor: MANAGEMENT INFORMATION SYSTEMS
Concentrations: INSURANCE
ECONOMICS
Indiana State University, Terre Haute, Indiana

SCHOLARSHIP Junior Achievement
George Eberheart, Delta Sigma Pi

EXPERIENCE Assistant Office Manager, Part-time 1995-Present
United Way of the Wabash Valley, Terre Haute, Indiana
Educate staff on computer language and usage
Coordinate various banquets and award celebrations
Enter designations into specific accounts for non-profit organizations

Student Researcher, Part-time 1996-1997
Office of Insurance and Risk Management, Indiana State University,
Terre Haute, Indiana
Created student, alumni, and industry databases
Designed internet web site
Developed course outlines

ACTIVITIES Vice President of Pledge Education, Delta Sigma Pi (business fraternity)
Newsletter Committee Chair, Gamma Iota Sigma (business fraternity)
Founder & Treasurer, Illiana Skydivers of Indiana State University
Marketing Chair & Resume Chair, Management Information Systems Association
Classroom Advisor, Second Grade, Junior Achievement
Member, Dean-Student Advisory Council
Assistant Coach, Wabash Valley Girls Softball League
Volunteer, United Way's Days of Caring
Volunteer, Hugh O'Brian Youth Foundation
Volunteer, Boy Scouts of America

REFERENCES Available upon request