

Joonas Kohtala

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Objective

To obtain an internship in order to learn more about insurance operations in the areas of underwriting, sales, marketing, and account management.

Education

08/2005 – Present Georgia State University, Atlanta, GA

J. Mack Robinson College of Business

- Bachelor of Business Administration in Risk Management and Insurance
- 3.44 Cumulative Grade Point Average
- Member of National Society of Collegiate Scholars
- Hope Scholarship

Extracurricular Activities

Member, Gamma Iota Sigma, Zeta Chapter

- Volunteered at CPCU's Insurance-Day
- Volunteered at 2008 RIMS Educational Conference
- RIMS Atlanta Chapter Mentoring Program: Excess & Surplus Lines Mentor

Work History

05/2007 – 06/2007, Internship, Metso Paper, Norcross, GA

- Worked with the service team handling projects assigned to me
- Created PowerPoint presentations and Excel documents
- Researched companies and uploaded the research using Lotus Notes

10/2006 – 01/2007, Server's Assistant/Food Runner, Mitra, Atlanta, GA

- Helped the server's bring drinks and food to the guests
- Cleaned and reset the tables
- Polished the silverware and glasses

08/2005 – 08/2006, Shipment Organizer, Finoptics, Lawrenceville, GA

- Organized weekly shipments and prepared boxes for delivery
- Loaded boxes onto pallets and packaged them for shipment

Skills Profile

- Proficient with Microsoft products such as: Word, PowerPoint, Excel, and Access
- Proven customer relations skills with excellent written and verbal communication
- Team player and diligent work ethic