

Jordan M. Strout

14860 CR 14
Elkhart, IN 46540
(574) 555-5030
stroutj@huntington.edu

- Objective** To secure a summer internship that allows me to further cultivate my accounting, finance, and management skills
- Education** Bachelor of Science, Accounting
Bachelor of Science, Finance/Economics
Huntington University, Huntington, IN
Graduation Date: May 2010
- Minor: Business Management
 - GPA: 3.98/4.0
- Academic Achievements**
- Dean's List, every semester
 - Alpha Chi National Honor Society Member, 2007-present
 - Elkhart County Lilly Endowment Scholarship Recipient, 2005
- Internship Experience**
- Huntington Chamber of Commerce, Huntington, IN
Project Intern Spring 2008
- Collected and analyzed data on the unmet needs of Huntington County residents
 - Constructed detailed written comparison report on Chamber programs
 - Served as secretary for Chamber board meetings
- Mennonite Mutual Aid, Goshen, IN
Marketing Intern Summer 2007
- Researched current market trends in the insurance industry for Elkhart County
 - Documented marketing techniques used to report health insurance information and rates to members
 - Developed and presented a comprehensive marketing plan to the marketing staff and company vice presidents
- Work Experience**
- Reliance Insurance Agency, Goshen, IN
Office Assistant Summers 2002-2006
- Answered and directed telephone calls for three separate agencies
 - Filed insurance documents
 - Entered data into computer spreadsheets and uploaded payment information electronically
 - Completed other assigned office projects

**Work
Experience**
continued

The Wire, Goshen, IN
Sales Associate Summer 2005

- Entrusted with thousands of dollars of cash and charge transactions
- Assisted customers as needed
- Maintained neat appearance of clothing items and organized inventory

Skills

Proficient in Microsoft Word, PowerPoint, Excel, Access, and Publisher

Activities

- Alpha Chi National Honor Society, Member, 2007-present
- Investment Club, Treasurer, 2007-present
- Accounting Tutor, 2007-present
- Big Brothers Big Sisters, Lunch Buddy, 2006-present
- Huntington University Intramural Volleyball, 2006-present
- Missions Trip to Belize, Central America, Spring 2008

References

Available Upon Request

References available upon request