

Erin Wegrzyn

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Education

Bachelor of Arts Degree, Western Michigan University, Kalamazoo Michigan, April 1999
Political Science with a Concentration in Comparative Government and International Relations and a Spanish Minor

Areas of Strength

- Ability to work successfully in a fast-paced environment with tight deadlines.
- Strong organization skills and ability to multi-task.
- Ability to work well individually as well as in a team atmosphere.
- Proficiency with Microsoft Windows 95 and 98, Windows XP, Office, SalesLogix and Goldmine.

Work Experience

Flexible Benefit Corporation

Administrative Assistant, Rosemont, IL Winter 2000 – present

- Served as a liaison between the brokers and the insurance carriers
- Created and updated records in Goldmine database, completed weekly departmental reports, archived files and performed other miscellaneous administrative duties as needed.
- Helped create and put into effect new systems and guidelines, such as following up on cases.
- Trained employees in various tasks throughout the organization.
- Assisted in other departments such as the marketing department.

McDonald's Corporation

Crew Person, Hinsdale Illinois, Summer 1994 – Winter 2000

Crew Person, Kalamazoo Michigan, Fall 1997 – Spring 1999

Tester, Core Program, LaGrange Illinois, Summer 1995 – Fall 1995

Honors and Achievements

- Volunteer and Shift Coordinator at The West Suburban Humane Society
- Member of S.A.D.D. (Students Against Drunk Driving) where I worked on fundraising and educational programs.

References Available Upon Request