

MEGAN SMALTER

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Education

Illinois State University, Normal, IL Expected Graduation: May 2020
Majors: Finance and Risk Management/Insurance **GPA: 3.8/4.0**
Minor: Spanish
Universidad de Granada, Granada, Spain Jan 2018 – May 2018
Study Abroad Program

Work Experience

Xeris Pharmaceuticals, Chicago, IL Jun 2018 – Aug 2018
Finance Intern

- Created reports to show monthly, quarterly and year-to-date results in comparison to forecast and budget
- Owned monthly financial reporting and distribution of information to over 16 departments based on 14 programs
- Reviewed and tracked purchase requests and purchase orders throughout the company
- Analyzed data to ensure accuracy of information being utilized for decision purposes

Busey Bank, Normal, IL Apr 2017 – Dec 2017
Loan Officer's Assistant

- Completed loan applications and analyzed customers' financial state and credit to best benefit them
- Illustrated options for individuals to fit their current state and reviewed interest rates to meet their needs
- Updated local realtors with recent market happenings and grant opportunities to pass on to their clientele

College of Business, Illinois State University Aug 2018 – Present
Computer Laboratory Supervisor

- Supervise students to guarantee a positive study environment and promote productivity
- Organize equipment and ensure that all of the computers, printers, and scanners are working properly

Buffalo Wild Wings, New Lenox, IL Feb 2015 – Mar 2017
Waitress and Cashier

- Provided excellent customer service through meaningful customer interactions and efficient delivery of meals
- Greeted customers and communicate effectively with coworkers to ensure a positive work environment

Involvement & Organizations

Alpha Kappa Psi Professional Business Fraternity, Illinois State University Sep 2016 – Present
Fundraising Chair (May 2017 – Dec 2017)

- Interacted with local businesses to raise funds and provide the means to host events to improve professionalism
- Created opportunities to work with other organizations towards a common goal of supporting the organizations

Service Chair (Jan 2017 – May 2017)

- Coordinated an event per week throughout the semester with several organizations in the Bloomington-Normal area
- Held 60+ active members accountable for attending events, met participation goal to stay involved in our community

Gamma Iota Sigma Risk Management and Insurance Fraternity, Illinois State University Aug 2017 – Present
Director of Alumni Affairs (Aug 2018 – Present)

- Maintain contact with alumni members and create a newsletter with chapter updates and recent happenings

Active Member (Aug 2017 – Present)

- Attend chapter meetings to be informed about upcoming panels, networking events, and development opportunities
- Increase knowledge on career paths in the insurance industry by attending panels or lunch and learns

University College, Illinois State University Aug 2017 – Present
Thrive Program - Peer Mentor

- Provide necessary resources to college students during their transition from high school to college
- Offer extra assistance to aide with issues such as time management, organization and involvement

Alternative Spring Break, Memphis, TN Mar 2017
Volunteer

- Contributed to Living Lands and Waters to clean 60,000+ pounds of trash along the Mississippi River
- Increased awareness of environmental issues which has put an emphasis on reducing, reusing and recycling

Girl Scouts of America, New Lenox, IL Aug 2003 – May 2016
Senior Level

- Directed programs at different events for scouts focusing on badge work, teamwork, and expanding knowledge
- Volunteered extra time to engage with 2 local troops to create more efficiency in their meetings

Awards

President's Volunteer Service Bronze Award Jun 2015

- Awarded for completing 100+ hours of community service in a year, totaling 111 hours in 2015