

Sean P. Kelly

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Objective To apply my knowledge in business, engineering, and leadership to a career in logistics or industrial engineering

Education **The Pennsylvania State University** Expected Graduation: May 2011
University Park, PA
Degree: Bachelor of Science in Industrial Engineering
Minor: Six Sigma Methodology
GPA: 3.01/4.00 Major GPA: 3.26/4.00

Leadership Experience

Setsucon

- **President** February 2010-Present
 - Planned a \$17,500 budget to achieve a 75% ROI and while staying 10% under budget
 - Performed demographic analysis of the attendees using Excel macros
 - Produced new bylaws, registration forms, convention policies, and website content
 - Coordinated a change in venue with the university and conference center
 - Managed 5 departments and created standard operating procedures for the organization
 - Created the convention map and vendor layout to maximize space
 - **Programming Department Director** February 2009-February 2010
 - Oversaw 9 programming committees and held regular meetings
 - Maintained records and coordinated event scheduling for the entire convention
 - Aided in the successful execution of a fully student run convention with over 1,000 attendees
 - Appointed to the position after 2 years of involvement in the organization
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Work Experience

- XL Insurance** Exton, PA May 2010 – August 2010
- **Producer Administration Intern**
 - Wrote an Excel macro using Visual Basic to sort contact profiles that reduced unnecessary labor
 - Ensured the data quality in the XL Salesforce database
 - Created and updated broker, license, appointment, and contact profiles
- XL Insurance** Exton, PA June 2009 - August 2009
- **CDI Data Specialist**
 - Updated confidential information in the corporate CDI and WINS databases
 - Researched and updated client and broker profiles on a daily basis
- Croppers Market** Guthriesville, PA May 2006 - Present
- **Bakery Assistant**
 - Developed new inventory tracking reports resulting in more efficient inventory management
 - Handled customer requests including custom cake and donut orders
 - Prepared, baked, and packaged bakery products
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Related Software Knowledge

Proficient in:

Microsoft Office Products
Minitab 16
Solidworks 2010

Exposure to:

C++ HTML
Visual Basic CSS
Matlab Arena 12.0