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Samuel Stewart

Internship

CONTACT INFORMATION

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EDUCATION

- B.S. in Business, majors in Finance and Information Systems, Indiana University Kelley School of Business, expected May 2027
- Grade average 3.6 / 4.0. Relevant coursework: Financial Accounting, Business Presentations, Intro to Databases
- Bloomberg Market Concepts certificate, 2024

KEY SKILLS

- Excel (pivot tables, VLOOKUP, basic macros)
- PowerPoint
- Word
- Mailchimp
- Salesforce (light admin)
- Bloomberg Terminal (basics)
- Process documentation
- Customer service
- Team training

ABOUT ME

Sophomore at Indiana University studying finance and information systems, with one summer internship at a regional insurance broker and a campus role in the dean's office. Seeking a summer 2025 internship in corporate finance, financial planning, or operations.

PROFESSIONAL EXPERIENCE

Operations Intern | Wabash Valley Insurance Partners, Indianapolis, IN
June 2024 – August 2024

- Cleaned up a client contact database of about 4,200 records, removing duplicates and standardizing phone formats so the renewal outreach list stopped bouncing.
- Sat with 4 account managers to map how a new commercial policy moves from quote to bind, then wrote the first version of that process doc.
- Built a small Excel tracker that showed which renewals were still missing signatures 30 days out; two producers still use it.
- Presented a 10-minute readout to the operations lead at the end of the summer on where the intake form was slowing people down.

Office Assistant | Indiana University Kelley School of Business, Dean's Office, Bloomington, IN
September 2023 – Present

- Handle front-desk coverage for about 15 hours a week, greeting visitors and routing student questions to the right advisor.
- Format the weekly dean's newsletter in Mailchimp, which goes out to roughly 3,600 undergrads.
- Trained 2 new work-study students on the calendar and room-booking system last fall.

Shift Lead | Redbud Coffee, Bloomington, IN
May 2022 – August 2023

- Ran opening shifts alone 3 mornings a week, including cash drawer setup and pastry order.
- Trained 6 new baristas over the year using a checklist I put together with the owner.
- Kept waste log for the espresso bar; suggested cutting one milk order per week, which the owner adopted.