

# LINDSEY SAMPLE

LEGAL NAME Jocelynne Sample

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CITY West Des Moines, IA

## EXPERIENCE

SENIOR MEMBER SERVICES  
ADVOCATE  
Businessolver  
Sep 2017 - Present

In my current position, I am a licensed producer for health & life insurance in all fifty states. I take phone calls from employees signing up for insurance from their employer. I'm trained in every main line of business, I also take chats and have been a trusted information and guidance source for new and tenured reps for years. My quality has always been high and am part of a few dedicated teams for individual clients.

OPERATIONS CLERK 3  
Wells Fargo  
Sep 2012 - Aug 2014

This position was a digital document processing job. File batches would come in and I would separate personal and financial documents into document clumps and then index them to the proper document code. These would be marriage certificates, taxes, birth certificates, etc. The exact types of documents we process for our members. I was trained on a secondary line of business since my qualify and stats were always good.

PROP MASTER/  
GRADUATE ASSISTANT  
University of Illinois  
Aug 2014 - May 2017

These positions involved creative solutions, collaboration, deadlines, teamwork with other prop masters, departments, and workers. I collaborated with 6+ different departments on each show, and lead a full workshop of various skilled/unskilled students to complete major tasks.

## EDUCATION

MASTER'S OF FINE ARTS  
University of Illinois  
Graduated - May 2017

Degree: Theatre  
Focus: Props Design & Management.  
The focus was to ready us for management in Professional Theatre, to express our ideas more efficiently, and to widen out artistry through new skills and technology.

BACHELOR'S OF ARTS  
University of Northern Iowa  
Graduated - May 2012

Degree: Theatre  
Focus: Design & Production - Props  
I learned many design skills, worked with most power and hand tools, as well as being introduced to a professional atmosphere.

## RELATED EXPERIENCE

White House Volunteer 2016  
Utah Shakespeare Festival  
UNI USITT Chair Member  
Actor's Theatre Louisville

- I helped decorate the White House for Christmas, the Obamas' last term.
- Props Artisan for two summers, building props, working with others
- Ran fundraising, held events, managed meetings.
- Internship for the spring of 2017 helping with the Humana Theatre Festival

## PERSONAL SKILLS

CREATIVE  
DETAIL ORIENTED  
PROFESSIONAL  
EFFICIENT

## PROFESSIONAL SKILLS

OFFICE SUITE ●●●●● BENEFIT ADMIN ●●●●●

ADOBE SUITE ●●●●● COMMUNICATION ●●●●●

TYPING 62 WPM 9 KEY 8,157 KPH