

Lindsay Tornambe

lindsay.tornambe@temple.edu
610-579-2648

5 Cross Hill Circle
Sicklerville, NJ 08081

Education

Temple University, Philadelphia PA
Bachelor of Arts, Political Science | Minor: International Relations | GPA: 3.46

Expected May 2021

Camden County College

Associate Degree, Political Science | GPA: 3.28

Graduated May 2019

Work Experience

Imperial PFS – Philadelphia, PA

July 2016 - July 2017

- Account Executive Assistant
- Generated quotations for customers to include policies, financing and payments and coverages
- Contacted clients to generate new business
- Assisted with collections
- Trained my replacement on collections and generating reports
- Ran daily and weekly reports for accounts in collection
- Sent out daily mailings to customers who were in collections
- Contacted insurance companies regarding refunds from client accounts
- Processed all incoming payments

Private Nanny – MD/PA

January 2011 - September 2013

- Took care of daily household cleaning, laundry and cooking
- Helped drive the children to school, events, play dates etc.
- Helped organize and plan family trips
- Took care of all the errands for the mother including grocery shopping. Stayed at the house with the kids when parents went away for short and long periods of time.

Let it Shine Services – Spokane, WA

February 2010 - November 2011

- Manager of Business Development/Cofounder
- Managed sales team to promote new business.
- Regularly conducted sales activities including cold calling, presentations, and keeping clients apprised of project developments.
- Oversaw the cleaning of residential houses and businesses.
- Worked closely with clients and administered specific cleaning needs.
- Made and received both sales and collection calls.

KC Pottery – Finlayson, MN

January 2006 - December 2009

- Manager/Artist/Co-Founder
- Analyzed inventory for ordering.
- Produced high end specialty pottery on wheel.
- Designed and customized various glazes.
- Created artwork.
- Implemented procedures to ship orders to customers.

Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Typing skills of 80 wpm
- Client communication skills
- Cold calling
- Organizational skills
- Ability to work under pressure
- Leadership
- Adaptability/decision making
- Self-motivation

Activities/Community/Rewards

- Active member and officer of the American Legion Auxiliary Unit 281
 - Chaplain 2017
 - First Vice President 2018
- Volunteered at Burlington County Republican Committee Headquarters in Mount Holly, NJ
- Public speaking experience on television holding press conferences and being interviewed
- Phi Theta Kappa member since 2018