

KELLY M. GERZETICH

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Permanent Address

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EDUCATION

Michigan Technological University (MTU) Houghton, MI

- Major: Business Administration with a concentration in Finance
- Pursuing a B.S., School of Business and Economics (expected graduation May 2009)
- GPA: 3.72/4.0
- Relevant Courses: Financial/Managerial Accounting, Advanced Financial Management, Statistics, Quantitative Problem Solving, Economics, Intermediate Accounting I&II, Business Law, Corporate Finance, Investments, Banking & Financial Institutions, Derivatives

University Studies Abroad Consortium – Universita Of. Turin Torino, Italy
International Studies 05/07-07/07

PROJECT

Applied Portfolio Management Program (APMP) Houghton, MI
Senior Portfolio Manager 05/08-Present

- Actively manage an endowment fund with a net value greater than \$1 million
- Developed an investment philosophy, economic and GICS sector reports
- Present strategies and performance results to an advisory board
- Write buy reports-includes financial analysis & revenue forecasting

EMPLOYMENT

Great Explorations L'Anse, MI
Instructor (grades K-5th) 05/08-08/08

- Taught and assisted students in math, science, reading, and writing
- Helped develop and plan student activities
- Supervised students

Baraga Drive In Baraga, MI
Waitress 07/03-09/07

- Served customers & solved their problems
- Managed and closed cash register
- Trained new employees

Michigan Technological University Central Ticket Office Houghton, MI
Student Office Assistant 07/06-05/07

- Managed office at night
- Registered clients for memberships, community programs, & season tickets

Bayview Family Practice L'Anse, MI
Receptionist 09/02-08/05

- Answered multi-line telephones & took messages
- Scheduled appointments, took payments, filed & weeded charts
- Assisted doctors & patients

LEADERSHIP

Blue Key National Honor Society 03/07-Present
50 member group, plan & organize one of campuses largest annual events (Winter Carnival), regulate & promote Carnival activities, gather donations

Treasurer-manage +40K in transactions, prepare annual & committee budgets
Queens Committee-organized & planned interviews, events, & Queens Coronation

Phi Beta Lambda (PBL) 09/06-Present

- *Executive Board*-secretary, recruit members, plan activities & events

Business Professionals of America 09/06-09/07

HONORS/AWARDS

Dean's List 2005-2008
Participated in first closing of NASDAQ from a college campus March 2008
UPCO Scholarship Recipient

COMPUTER SKILLS

Bloomberg beginner, Microsoft Office