Kelly Duffey

kad5715@psu.edu | 2274 Deer Path Rd, Huntingdon Valley, PA 19006 | (267) 625-4622

EDUCATION

The Pennsylvania State University — **University Park, PA**
Bachelor of Science in Finance and Spanish — Class of 2018
Minor in Sociology — GPA 3.62/4.00
Dean's List — 6 out of 6 Semesters

RELEVANT EXPERIENCE

Embrook Benefits & HR Services — **Willow Grove, PA**
Marketing Communications Intern — *Summer 2017*

- Conducted research to target niche market and convert into sales prospects utilizing LinkedIn Sales Navigator, HR 360 software, and Hoovers
- Optimized company databases with CRM software research and integration to marketing automation platform
- Drove efficiency by working directly with owners to create segmentations and means of communication to different audiences –prospects, clients, various centers of influence

Prime Properties –CDR Realty — **Philadelphia, PA**
Financial Analyst Intern — *Summer 2016*

- Analyzed mortgage loans between $100,000 - $2,000,000 to present owners with best refinance opportunities
- Reviewed Section 8 leases to determine economic viability of continuing program or converting to free market
- Organized leases and acquisition documents onto property management system, Appfolio, to ensure owner's ease of access
- Attended site inspections across 200 scattered site properties to recommend maintenance scheduling

Women in Business — **University Park, PA**
Powerful Women Paving the Way Conference Committee Member — *Fall 2014 – Present*

- Developed networking and business communication skills by participating in corporate networking events
- Assembled conference raffle baskets by soliciting donations from local businesses in polite and professional manner

LEADERSHIP ACTIVITES

Epsilon Sigma Alpha Service Organization — **University Park, PA**
Vice President — *Fall 2015 – Present*

- Implemented improved member election strategy with addition of interviews and selected a board to elect positions to eliminate unfair, popularity voting
- Organize chapter meetings alongside president
- Supervise treasurer with developing and managing $11,000 budget
- Volunteered fifty hour service requirement by attending local volunteer and community service events

Head THON Chair — *Spring 2015 –Fall 2017*

- Led fundraising efforts to raise $47,700 in the pursuit of conquering childhood cancer
- Developed and managed necessary paperwork including waivers, financial reports, monthly update reports
- Coordinated fundraising events such as Zumba classes and clothing sales resulting in $950 donations
- Prepared creative donation page and social media advertisements & advised volunteers on safety regulations

Shavers Creek Environmental Center — **University Park, PA**
Outdoor School Field Experience, Counselor — *September 2015 & April 2016*

- Served as role model for elementary students and provided them with positive outdoor experiences which nurture knowledge, skills, and values necessary to improve their quality of life
- Earned 140 community service hours, gained valuable teaching techniques, leadership styles, and conservation knowledge

INTERNATIONAL EXPERIENCE

University of Granada — **Granada, Spain**
Completed five courses in Spanish taught by native Spaniards — *Study Abroad Spring 2017*

The Apicius International School of Hospitality — **Florence, Italy**
Class in International Hospitality Management & International Cuisine — *Study Abroad Summer 2015*

Travel Opportunity In: *Hong Kong, Beijing, Shanghai*, *Shenzhen, Hangzhou, Inner Mongolia* China & *Medellin*, Colombia