

Sydney Kozakis

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EDUCATION

Muhlenberg College, Allentown, PA

Diploma Anticipated May 2021

Bachelor of the Arts in Business Administration, GPA 3.66

Honors: Dean's List (Fall 2017, Spring 2018, Spring 2019, Fall 2019, Spring 2020, Fall 2020)

PROFESSIONAL EXPERIENCE

College Financial Representative

04/19 – Present

Northwestern Mutual, Annandale, NJ

- Leveraging my natural market and prospecting skills to build a client base of my own
- Meeting with clients on a semi-annual basis to discuss their retirement, legacy, and financial planning needs
- Licensed to sell annuities, open-end investment products, life insurance, health insurance, disability insurance, and long-term care insurance

Administrative Assistant

09/17 – 03/19

Northwestern Mutual, Annandale, NJ

- Carried out administrative activities within a financial office
- Organized paperwork and client files for four leading financial representatives
- Scanned and E-Filed office documents

Academic Tutor

01/18 – 05/18

Muhlenberg College Academic Resource Center, Allentown, PA

- Tutored various Muhlenberg students in Principles of Microeconomics
- Used my expertise in the academic subject of economics to aid in other students' learning

Waitress

04/15 – 08/18

Gronsky's Milk House, High Bridge, NJ

- Waited on tables in a family-owned diner
- Handled inventory, money, checks and deliveries to the restaurant

CAMPUS LEADERSHIP

President, InAcchord (Muhlenberg Contemporary R&B/Soul A Cappella Group)

05/19 – Present

- Leading a group of seventeen individuals in the creation of music
- Allocating tasks and responsibilities to each member of my executive board
- Communicating with various departments on campus in efforts to plan performances

Secretary, Phi Sigma Sigma (National Leadership Sorority)

11/18 – Present

- Handling all communications from the Delta Lambda Chapter of Phi Sigma Sigma to the sorority's national headquarters
- Organizing attendance sheets, sign-in procedures and weekly chapter minutes

Treasurer, InAcchord (Muhlenberg Contemporary R&B/Soul A Cappella Group)

05/18 – 05/19

- Managed all the money and financial matters for a Muhlenberg College a cappella group
- Budgeted and planned for the group's future

SKILLS

Financial Planning

Leadership

Organizational/Administrative Strengths