

Colleen J. Gallagher

Chicago, Illinois

Education

Master of Arts, Christian Studies

- Trinity Evangelical Divinity School, expected May 2010

Bachelor of Science in Business Administration, Marketing

- The University of Illinois, Urbana-Champaign, May 2001

Experience

Director of Workshops

Charles Simeon Trust, August 2007 – Present

- Establish and maintain relationships with strategic pastors and create a context for community among all workshop participants
- Establish and maintain relationships with workshop guest speakers and leaders
- Establish and maintain relationships with workshop host churches
- Oversee the coordination of all workshop details with the host churches
- Develop and administer workshop instruction leader training
- Administer all travel details for workshop leaders
- Assist in organization and oversight of workshops, including financial oversight
- Maintain effort to standardize workshop procedures

Business Development Manager

American International Group, Inc., September 2004 – August 2007

- Developed sales goals for each client and reported on status to executive-level staff
- Solicited business from over 50 clients by educating and creating a need for insurance products
- Researched potential clients by collecting data from internal systems and cold-calling
- Performed outside sales calls to targeted agencies twenty times per month or more
- Acted as the liaison between assigned agencies and internal underwriting departments
- Developed and increased one client's premium book from zero to \$8 million in one year
- Grew client base 15% over previous year
- Promoted from Business Development Associate November 2005

Marketing Assistant

American International Group, Inc., August 2003 – September 2004

- Researched and gathered information on target accounts for Regional Manager
- Requested, compiled, and maintained accounts to be included on the Regional National Accounts War Room list
- Updated and maintained Product Portfolio highlighting AIG product lines
- Compiled information on diverse initiatives set-up by home office
- Promoted and coordinated Lunch & Learn dates and presenters

Account Coordinator

Johnson and Quin, Inc, June 2001 – July 2003

- Acted as the primary point of contact and liaison between clients, members of the sales team, and all manufacturing departments
- Managed high profile accounts that require intense supervision and quality control
- Coordinated the production process in accordance with internal and client requirements
- Maintained client relationships by coordinating deadlines with production capabilities
- Enhanced processes and communication on a major account by documenting work flow, creating tracking tables and implementing procedural forms

Student Coordinator

Registered Organizations of the University of Illinois, Urbana, IL, August 1997 – May 2001

- Monitored activities of over 900 student organizations
- Verified and processed official university documents
- Trained new employees in accordance with senior staff responsibilities

Lead E-Representative

aroundcampus.com, Champaign, IL, August 2000 – January 2001

- Monitored other e-representative progress and frequently reported status to supervisor
- Promoted website to college professors for use in courses and to group leaders for use in group activities
- Marketed website to college students

Skills

- Skilled speaking and writing abilities in French
- Computer skills: Microsoft Word, Power Point, Excel, Outlook