PEGGY BOUFIS

OBJECTIVE

Seeking a position which would enable me to develop my knowledge and experience in the financial services industry, along with the shared goals and ideas of the corporation.

EXPERIENCE

State Farm **Valparaiso, IN** **May 2015–August 2015**

Intern

- Answered phone calls and made follow up calls
- Set appointments and transferred claims
- Updated electronic library

Country Kitchen **Hebron, IN** **June 2011–August 2014**

Hostess

- Interacted with arriving guests and ensure they were comfortable.
- Coordinated the work with other staff to ensure customers received the best service.
- Answered phone calls and took reservations.

Hometown Grill **DeMotte, IN** **June 2010 – March 2011**

Server

- Interacted with customer to ensure customer satisfaction.
- Ability to be a team player in order to create a great dining experience.
- Cash handling

Porter County Public Library **Hebron, IN** **2013**

Volunteer

- Shelved books
- Chaperoned children for the Halloween party activities

EDUCATION

Valparaiso University Valparaiso, IN
Bachelor of Science in Finance, 2016

LANGUAGES

Greek – Six years of study

French – Three years of study

• E-MAIL: PEGGY.BOUFIS@VALPO.EDU
6859 WEST 1450 NORTH • DEMOTTE, IN 46310 • PHONE (219) 743-5909