

CORINA MURRAY

cmurray7@babson.edu | +1.857.636.9747

Current Locale:
Greater Boston Area, MA

Languages: English (Fluent/Native)
French (B2 Proficiency)

Education

Babson College, F.W. Olin Graduate School of Business
Master of Science in Finance

Babson Park, MA
Aug. 2020 – May 2021

Babson College
Bachelor of Science in Business Management; Concentration in Economics

Babson Park, MA
Jan. 2017 – May 2020

Institut Catholique de Paris
Semester Abroad Program, French Language and History Curriculum

Paris, France
Jan. 2019 – June 2019

Experience

Marketing and Sales Intern; HR and Hiring Intern, Kerivan-Lane, Inc. May 2018 – January 2020

- Managing and creating content for the company website, as well as updating website design/layout
- Billing and processing payments for customers, both in person and online
- Making inside sales calls, reaching out to customers and potential customers about new heating/cooling system installations, and creating sales pipelines
- Responding to customers' questions/concerns about their systems or work orders via phone or email
- Training new and current employees on how to use CRM software, Oil/Energy distribution software, marketing tools, etc.
- Representing the company as the lead employee in charge of marketing due to unexpected departure of a superior
- Managing review of payroll hours, vacation/sick leave; recruiting new employees in all departments and conducting interviews; implementing new payroll app

Legislative Intern, Massachusetts State House June 2014 – January 2017

- Drafted legislation, constituent correspondence, and press releases
- Attended and wrote reports on press conferences, seminars, and hearings
- Communicated both directly and indirectly with constituents
- Managed and assigned tasks to fellow interns
- Communicated with other legislative offices and committees, as well as the Senate and Governor's Office
- Planned and executed local outreach events in district
- Designed and created pamphlets and other literature for constituent education or office-run events

Math Tutor, Dedham Public Schools January 2015 – June 2016

- Tutored students in Algebra, pre-Algebra, and Geometry
- Helped struggling students better understand their assignments and the mathematical concepts and rules which they are studying
- Communicated directly with the students' teachers and parents on progress

Leadership

Activities Chair, Sigma Kappa Sorority, Zeta Zeta Chapter Nov. 2017 – May 2018

- Organized inter-sorority events and activities
- Sat on Junior Executive and Executive Council

Co-Founder and Chief Human Resources Officer, Soul Bracelets March 2017 – August 2017

- Founded and eventually dissolved company as part of Babson College's trademark FME course
- Recruited other team members as one of three founding members
- Created and administered routine performance appraisals from scratch
- Regularly updated community on company performance and logistics

Lead Intern, Committee on Personal and Administration June 2015 – January 2017

- Conducted new intern orientation
- Led new and returning legislative interns for the duration of their internships
- Managed intern attendance

Skills

- Graphic Design; Adobe Suite +
- Microsoft Office Suite
- Qualtrics Survey Software
- VAN (Voter Activation Network)
- EViews, SAS Data Modeling
- CARGAS software (full-service Fuel Delivery and HVAC management software)
- ACT! (CRM designed specifically for following leads in the heating oil/HVAC business)
- BMC (Bloomberg Terminal) Certification