



# Alex Doyling

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## CAREER OBJECTIVES

Energetic university student with upcoming Bachelor of Finance degree. Keen on garnering more knowledge about the insurance, reinsurance, and finance fields. Detail-oriented and motivated to stay on task, meet aggressive timelines and accomplish goals. Strong analytical and organizational skills within industry.

## SKILLS

- Documentation and reporting
- Operations Support
- Billing and coding
- Team collaboration
- Active listening skills
- Great critical thinking skills
- Versatility

## WORK HISTORY

**STUDENT INTERN** 12/2019 to 01/2020

**Fireminds | Hamilton, Bermuda**

- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members
- Assisted with organizing and replacing computers for clients
- Worked closely with supervisor to reorganize problems in certain data structures
- Collaborated with other employees to improve elements of the company

**STUDENT INTERN** 05/2017 to 08/2018

**The Ministry Of Public Works | Hamilton, Bermuda**

- Reported back to the instructor and management to receive day-to-day tasks and responsibilities.
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using Microsoft Excel.
- Was given specific civil engineering related projects to complete around Bermuda.

**BEACH ATTENDANT** 05/2016 to 08/2016

**Rum Bum Beach | Hamilton, Bermuda**

- Distributed umbrellas and chairs to tourist on Horseshoe bay beach
- Set up these umbrellas and chairs in the requested location of the tourist
- Assisted in the recollection of these chairs and umbrellas

## EDUCATION

**BBA | Finance** EXPECTED IN 05/2022

**Kutztown University , Kutztown, Pennsylvania**

## ACCOMPLISHMENTS

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Collaborated with team of 8 in the development of Online Alcohol License.
- Resolved product issue through consumer testing.
- Represented Bermuda 7s and 15s Teams on International Levels