

Profile

I hold a BA in Economics from Brock University (Canada) and I have recently completed my BA (Hons) Sports Studies & Business degree at Solent University (UK). I am currently seeking full-time employment within the (re)insurance industry. My previous summer placements and studies have allowed me to develop my analytical, critical thinking skills, as well as learning to manage projects and balance teamworking and networking to ensure success.

Qualifications

Associate Reinsurance (ARe) – currently taking the course (2021 - present)

Education

Solent University, BA (Honours) Sports Studies & Business: August 2020; Degree Classification Achieved – 2:1

- Relevant Modules: Economics of Sport, Finance for Sport, Human Resources, Strategic Management, Organisational Behaviour, Sport Operations Management, Sport Policy, and Leisure Marketing

Brock University, BA in Economics – June 2017

- Courses: Principles of Micro & Macroeconomics, Intro to Financial Accounting, Intro to Econometrics, Intermediate Micro & Macroeconomics, International Trade, Sustainable Development, Money and Banking, Econometrics, Research Methods in Economics, Foundations of Economic Analysis, and Urban Economics,

Warwick Academy, I/GCSE's & International Baccalaureate Diploma – September 1998 to June 2011

- International Baccalaureate Diploma 2011
- I/GCSE's June 2009

Relevant Work Experience

November 2020 – present

Just Solutions, Accounts Manager Assistant

- Assisted manager with the establishment of new policies and procedures to improve efficiency for clients
- Assisted manager with the drafting of Human Resources policies and procedures
- Liaise with clients with regards to the progress of relevant tasks related to daily business operations as well as larger projects
- Responsible for office managerial tasks and producing weekly and ad hoc reports related to client operations
- General Bookkeeping and processing of incoming and outgoing invoices
- Data Entry & Processing of management information
- Assisted with the various year-end inventory counts

June 2nd to September 10th, 2018, HSBC Bank Bermuda Ltd. – Summer Internship Financial Crime Risk – Financial Crime Compliance department

- Responsible for data entry & reconciliation of metrics for a major project to implement a new process using Excel
- Worked as part of a team to review internal policies and protocols to provide feedback to senior management
- Assisted with generating weekly and monthly reports for management
- Assisted with Risk, Anti-Money Laundering (“AML”), -Sanctions reviews of Know Your Customer (“KYC), Enhanced Due Diligence (EDD) and on-boarding related process for new clients

June 22 – August 22, 2016,

HSBC Bank Bermuda Ltd. – Summer Internship Credit Services department

- Data entry and data reconciliation projects

