

Hannah Catherine Jones

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OBJECTIVE:

I am an eager and determined student entering the Liberal Arts Program at The University of Leeds in September 2022. In addition to my studies, my near-term objective is attaining knowledge and work experience in the Bermuda International Insurance/Reinsurance Industry, specifically in the fields of Underwriting or Broking.

I am enthusiastic about working in a business environment that will help prepare and equip me with the skills necessary for entry into a rewarding career in Bermuda's premier business industry. I believe that the job shadowing experiences that I have had so far have given me good insight into employer expectations and values, as well as allowed me to expand my abilities and strengths in the workplace.

STRENGTHS:

Hardworking, Time Management, Adaptability, Critical Thinking, Effective Communication (in writing and/or verbally), Learning Curiosity, Problem Solving, Attention to Detail, Value Oriented

If your firm is in need of a hardworking intern that is flexible and eager to learn, I would be happy to be considered.

EDUCATION

University of Leeds – Faculty of Arts, Humanities and Cultures

Liberal Arts (BA)

Overall GPA: N/A Semester GPA: N/A

Leeds, UK

Expected Graduation: June 2025

University of Kent – Kent Law School

LLB (Hons)

Overall GPA: N/A Semester GPA: N/A

Societies: Kent Caribbean Union – General Member, Kent Student Law Society—General Member, Kent Critical Law Society—General Member

Canterbury, UK

Transferred to University of Leeds: June 2022

Bermuda High School for Girls (BHS)

International Baccalaureate Diploma

IB Score: 32

Pembroke, Bermuda

June 2018

Somersfield Academy

Montessori Program

International Baccalaureate MYP Certificate

Devonshire, Bermuda

June 2016

EXPERIENCE

Attorney General's Chambers (Job Shadow—Civil Lawyer)

- Paperwork and Filing
- Attending Magistrates Court
- Attending Supreme Court

Hamilton, 2015

APEX Law Group LTD (Job Shadow—Corporate Lawyer & Criminal Lawyer)

Hamilton, 2015

- Data Entry
- Filing
- Attending Supreme Court

King Edward Memorial Hospital (Job Shadow—Nursing, Maternity Ward)

Paget, 2014

- Shadowed Nurses during execution of their daily duties
- Observed babies in neo-natal unit
- Assisted with the discharge of a baby

Elliot Primary School (Job Shadow – Occupational Therapist)

Devonshire, 2013

- Assisting with mental and physical testing of student clients

Ministry of Finance (Job Shadow—Policy Analyst)

Hamilton, 2013

- Gained an overview of the Ministry of Finance’s role in government affairs

Chubb Bermuda Insurance Ltd. (Job Shadow - Underwriting),

Pembroke, 2012

- Assisted Underwriters in renewal process
- Shadowed various positions within the company departments (Claims, Modeling, etc.)

American International Group (AIG). (Job Shadow – Underwriting Technical Assistant)

Pembroke, 2011

- Work shadowed TA during execution of their daily duties
- Filing
- Data Entry

Bermuda Hospitals Board—KEMH & Mid Atlantic Wellness Institute

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Research

EXTRACURRICULAR AND HOBBIES

- Guitar
- Ballet
- Piano
- Austism Playgroup
- Reading
- Karate
- Netball
- Community Service Trip to Ecuador
- Taming of the Shrew Play
- Model UN
- International Baccalaureate CAS Project
- Yoga

AWARDS AND ACHIEVEMENTS

- Honors and High Honors
- Sciences Subject Award
- Physical & Health Education Subject Award
- Music Subject Award
- Language And Literature Subject Award
- English Subject Award
- Somersfield Academy Senior Star Award
- Duke of Edinburgh Bronze
- Sportsmanship Award
- Completion of Bermuda Red Cross Babysitting Course

**References available upon
request**