

scorrado101@yahoo.com

(441)533-0301

Smiths Parish, Bermuda FL 06

## Skills

- Critical Thinking
- Research Abilities
- Documentation Proficiency
- Excel Spreadsheets
- Microsoft Office
- Professional and Mature
- Communication & Customer Service

## Education And Training

09/2021

### **Master Of Science:**

Innovative Management & Entrepreneurship

### **Bournemouth University**

Bournemouth, UK

- Completed coursework in Accounting & Financial Management, Leadership Essentials, Business Model Innovation and SME's & Entrepreneurial Finance.

05/2019

### **Bachelor Of Arts:**

History

### **St. Leo University**

Florida, USA

- Dean's List - Spring 2019
- Kappa Sigma Fraternity

## Certifications

- The Institutes, AINS Designation in Progress - 2023 (Ains 101 completed)
- The Institutes, AINS Mini Course - 2022
- The Institutes, Insurance Essentials Course - 2019

# Stephen Corrado, MSc

## Summary

Ambitious, career-focused young professional, seeking to obtain an entry level position within the reinsurance industry to help launch career while achieving company goals. Highly motivated and eager to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## Experience

### **Clarien Bank Limited - Consultant**

02/2023 - Current

- Organized the incorporation of Omnium Trust's files into Clarien's database.
- Investigated trust documents to ensure all client information is correct and up-to-date.
- Analyzed client portfolios on Bermuda Stock Exchange to maintain up-to-date filing system.
- Maintained positive working relationship with fellow staff and management.

### **Corrado Imagery - Self Employed Photographer**

09/2019 - Current

- Photographed special events, parties and portraits.
- Collaborated with clients to plan shoots and boost satisfaction with photos using innovative thinking and new techniques.
- Explained price and package details to customers.
- Designed business webpage - corradoimagery.com

### **Willis Towers Watson - Technical Assistant**

05/2022 - 09/2022

- Supported brokers in the Financial Lines department which included D&O, E&O, EPL, LPL and Cyber Lines of business.
- Maintained a paperless filing system through the broker database and Outlook.
- Input new and existing submissions into database using Lotus Notes.
- Corresponded with underwriters/underwriting assistants for quotes, binders and policies.
- Facilitated and arranged client meetings between brokers and overseas clients.

### **Bermuda Economic Development Corp. - Bermuda Government Graduate Trainee Program**

01/2022 - 04/2022

- Assisted with data analysis of businesses in the Economic Empowerment Zones in Hamilton, Somerset and St. Georges.
- Collaborated with others in board meetings and liaised with clients in the EEZ's.

- Supported management and colleagues with administrative assistance, as well as research.
- Created calendar invites in Outlook for local entrepreneurs to meet with members of the team to discuss ideas on how to promote their business and become more self-sufficient.

**Government Of Bermuda - Summer Intern - Dept Of National Security**

*05/2019 - 08/2019*

- Facilitated drafting and developing the new immigration reform documents for the Minister which involved analyzing the previous documents and making appropriate updates and changes.
- Analyzed thousands of emails through key work searches to find relevant information for the Public Access to Information (PATI).
- Documented all meetings with the general public regarding issues and queries, as well as meetings with other Government Ministers.
- Assisted in routine research, investigations and special projects to support work of assigned department.

**REFERENCES**

- Excellent references available upon request.