

Stephen A. Corrado, MSc., BA

Nationality: Bermudian

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PROFILE

- Bright Graduate with over 12 months professional work experience gained from supporting both public and private sector firms.
- Key skills include: **Researching, complex data analysis, & critical thinking.**
- Highly computer literate: Experienced with Microsoft Excel (pivot tables), Photoshop/Lightroom, & Lotus Notes.
- Currently studying towards completion of the **AINS Designation** & available for temporary or permanent appointments in the re/insurance industry.

EDUCATION

- **2021, Graduate of Bournemouth University, UK (Post Grad Studies)**
MSc. Innovative Management and Entrepreneurship
- **2019, Graduate of Saint Leo University, Florida**
Bachelor of Arts (History)

PROFESSIONAL EXPERIENCE

WTW (Willis Towers Watson) - Technical Assistant **(April 2022 – September 2022)**

Lines of Business:

- Assisted brokers in the Financial Lines department which included D&O, E&O, EPL, LPL and Cyber Lines of business.

Applications:

- Used *Louts Notes* when entering data into the system for new and existing submissions.
- Maintained a paperless filing system through the broker database and Outlook. All emails, sent and received, were filed into their respective folder so brokers had access to all information for each client.

Key responsibilities:

- Prepared and submitting renewal and new business submissions for broker and client relations.
- Corresponding with underwriters/underwriter assistants for quotes, binders, and policies.
- Facilitating and arrange client meetings between brokers and clients overseas.
- Correspond with clients when there were any questions regarding information about a deal.
- Took notes for the brokers when on underwriter calls with a client.
- Followed up with all underwriters when requesting changes to quotes, binders, and policies to ensure accuracy.

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Bermuda Economic Development Corp. - BDA Government Internship (January 2022 – April 2022)

Applications:

- Utilized Microsoft Excel when reviewing and entering data from the businesses in the Economic Empowerment Zones.

Key responsibilities:

- Assisted with the data analysis of businesses in the Economic Empowerment Zones, Hamilton, Somerset, and St. Georges.
- Participated in board meetings and liaising with clients in the EEZ's.
- Created calendar invites in Outlook for local entrepreneurs to meet with members of the team to discuss ideas on how to promote their businesses and become more self-sufficient.

Corrado Imagery - Owner (Summer 2019 – Present)

- Specialize in corporate and family photoshoots
- Passion for wildlife photography and sports photography, especially motorsports

Department of National Security – BDA Government Summer Intern (Summer 2019)

Important Roles:

- Assisted with developing the new immigration reform documents for the Minister, which involved reviewing the previous documents and making the appropriate changes. This included a new format and design that was easier to understand.
- Analyzing thousands of emails through key word searches to find relevant information for Public Access to Information (PATI).
- Took notes when meeting with members of the public regarding issues and queries they had, as well as meeting with other Ministers.

ADDITIONAL COURSES

- *The Institutes* – Insurance Essentials Course - 2019
- *The Institutes* – AINS Mini-Course - 2022
- *The Institutes* – AINS Designation in progress - 2022

VOLUNTEER EXPERIENCE

Kappa Sigma Fraternity / America's Cup Volunteer

~ EXCELLENT REFERENCES AVAILABLE UPON REQUEST