


- **CONTACT**

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- **STRENGTHS/SKILLS**

Attention to detail

Strong communication

Data analysis

Problem-solving

Analytical skills

Report writing skills

Exceptional interpersonal skills

Organized and detail oriented

Research skills

Critical thinking

Risk assessment

Strong decision-making skills

Superior time management

Dependable and responsible

Reasoning ability

Database management

Teamwork and collaboration

Self-motivated

Supervisory experience

Microsoft Office

- **LANGUAGES**

English

Portuguese

- **INTERESTS**

Volunteering, Fishing, Baking, Reading, Mindfulness, Rugby (Bermuda Police Rugby Football Club)



Ashley C.
DaCosta

Highly personable, focused, driven and reliable individual seeking an entry-level position to begin my career in underwriting. Looking to utilize transferable professional skills I have developed over the course of my career to be a valuable addition at an organization. Currently working towards Associate in Insurance (AINS) and committed to working towards further industry related designations to increase my knowledge and qualifications for future development and growth within the organization in the future.

- **WORK HISTORY**

Aug. 2020 - Present **Team Lead, Covid-19 Case Management Team**
Government of Bermuda
Ministry of Health, Office of the Chief Medical Officer
Hamilton, Bermuda

Train new staff, supervise/manage contact tracing staff, conduct risk assessments, conduct research to review and update policies, analyze data, gather weekly statistics and prepare reports, liaise and support school and travel surveillance teams, and provide guidance for quarantine and isolation.

Sept. 2013 - Present **Probation Officer/Case Manager**
Government of Bermuda, Department of Court Services
Hamilton, Bermuda

Prepare reports for Courts by gathering information, conducting interviews, reviewing documents, completing risk assessments, evaluating and analyzing risk to make recommendations for sentencing and/or release. Responsible for enforcing/managing Court Orders, and facilitating rehabilitative programming. Collaborate with various community stakeholders to aid in client rehabilitation.

June 2011 - July 2013 **Education Manager**
Bermuda Sport Anti-Doping Authority
Hamilton, Bermuda

Facilitated and managed comprehensive Anti-Doping and Illicit Drug Education programmes delivered to athletes, National Sport Governing Bodies and students. Conducted research to improve program delivery. Developed and revised policies. Gathered statistics and prepared monthly reports.

March 2010 - May 2011 **Education Officer**
Bermuda Cancer and Health Centre
Paget, Bermuda

Designed, scheduled and delivered health education programmes for community and corporate wellness. Conducted research and wrote monthly health articles. Participated in interviews on various radio stations monthly. Analyzed data and prepared quarterly reports.

- **EDUCATION**

Aug. 2004 - **Bachelor of Science: Public Health**
May 2008 Temple University – Philadelphia, PA

- **QUALIFICATIONS**

Oct. 2022 - **Associate in Insurance (AINS)**
Present The Institutes – Online
Expected completion Q1 2023

- **REFERENCES**

Excellent references available upon request