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# TANNECIA HILL

Spouse of Bermudian | [Tanneciahill@gmail.com](mailto:Tanneciahill@gmail.com) | <https://www.linkedin.com/in/tannecia-hill/> | 538-0091 | Pembroke, Bermuda

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**PROFILE:** While pursuing my bachelor's degree in Risk Management & Insurance (online program) my goal is to obtain an entry-level position (full-time or contract) in the Insurance industry within a company that supports continued learning and growth. I am passionate about learning and believe my skills and my chosen degree provide a good foundation for my career goals in the industry.

- Proficient computer skills and Microsoft Office
- Detailed-oriented and organized
- Thrives in a fast-paced environment
- Ability to prioritize and meet deadlines
- Quick learner takes direction well
- Possess strong communication, customer service, and analytical skills
- A collaborative team player with strong interpersonal skills

## EDUCATION

**Eastern Kentucky University** – (online program)

Aug 2022-2024 (anticipated)

Bachelor of Business Administration - Risk Management & Insurance

**Relevant courses/projects:** Management Information System, Risk Management & Insurance

**Bermuda College**

May 2022

Associate of Arts - Business Administration

**Relevant courses/projects:** International Business - Market Intelligence Report- Final project, Microeconomics

## PROFESSIONAL DEVELOPMENT COURSES:

Bermuda College: Special Topics in Re/Insurance – ABIR (BDA college)

The Institutes: AINS Designation - In progress

## WORK EXPERIENCE:

**Integral ILS 09/2022- 12/2022**

**ILS Intern**

During my time with the ILS team, I was involved in many different functions, I also:

- Assisted the Investment team with submissions by aggregating cedent submissions – and imputing the numbers into Integral's submission pricing sheet
- Assisted investment team with researching upcoming earnings call dates and followed up with filing each call transcript • Assisted in drafting Cat bond Trade tickets
- Created management fund summary which assisted the team with valuations
- Reviewed Financial statements and reported discrepancies with recorded amount and actual amount
- Assisted with Aggregating loss reserve movements
- Improved analytical and research skills by conducting Market data research for traditional/alternative markets for the Business development team.
- Assisted with administrative tasks (creating organizational charts, reviewing document)
- Reviewed all company policies to ensure they were up to date
- Created Board and Committee meeting schedule for the coming year
- Created a procedure manual for Board/Committee meeting scheduling

**Relevant courses/projects**

Courses: Cybersecurity Course, PIPA Policy Development Part 1 Training- data privacy act, SEC Compliance Manual Training, Diversity Equity and Inclusion training

**Aspen Insurance Group 07/2022-08/2022**

**Underwriting Intern, FINPRO**

During my time with the Financial Lines team, I learned about D&O insurance - I had the opportunity to listen in on earnings calls and attended lunch and learns.

I also:

- Maintained underwriting files
- Logged/filed submissions required to issue new or renewal quotes
- Created files for new submissions
- Prepared quotes and binders
- Entered policy information in an in-house processing system
- Liaised with brokers – responded timely to request regarding underwriting information
- Assisted underwriter with segmenting all accounts to create efficiency
- Created a Capstone presentation on ESG in Insurance from an underwriting perspective

**Relevant courses/projects**

Courses: Sanctions Compliance Course, Whistle blowing Course, Cybersecurity Course

Projects: Capstone presentation- The ESG Journey

**The MarketPlace Ltd, Hamilton 07/2007 – 08/2021**

**Relief Scan Coordinator/ Cashier/ Floor Merchandiser**

- Completed weekly sales reports to ensure the store was achieving company sales goals.
- Performed random audits to confirm store sales and pricing were accurate.
- Updated and verified pricing accuracy throughout store wide systems to ensure a seamless check-out process.
- Assisted marketing teams by providing sales data for weekly advertising advertisements.
- Coordinated with marketing teams to anticipate consumer buying patterns to develop tailored purchase and inventory plans.
- Processed POS transactions, including checks, cash and credit purchases or refunds.
- Reconciled cash receipts at the conclusion of shifts

**Achievements:**

**The MarketPlace Ltd, Hamilton**

- Employee of the quarter 2017
- Employee of the year 2008, 2011, 2013

**Associations and Memberships**

- Assistant Treasurer- West Pembroke School PTA
- Gamma Iota Sigma Member
- ABIR Member Interns 2022 Working Group

**References Available on Request**