

# TAYLOR SARAIVA

GRADUATE

## CONTACT

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Southampton, Bermuda

## EDUCATION

### BACHELOR OF ARTS

English - Dean's List  
Saint Francis Xavier University,  
Canada  
2020

### HIGH-SCHOOL DIPLOMA

Graduated with Honors  
Alberta Program  
Mount Saint Agnes, Bermuda  
2016

## SKILLS

### // PROFESSIONAL

Excellent communication skills  
Quick and efficient learner  
Computer literate  
SCARS trained

### // TECHNICAL

Microsoft Office Suite  
NCR Silver  
TradeWinds POS

## REFERENCE:

Nichol Gift  
441 535 6644

### // PERSONAL

Stephanie J. Wooding  
441 336 2914

Jordan Saints  
321 616 1987

## SUMMARY

A dynamic, analytical, and highly organized graduate seeking an entry-level position within the re/insurance industry that will allow me to utilize my experience and skills gained throughout and after university. I have completed the Insurance Essentials course provided by The Institutes Risk & Insurance Knowledge Group, and am looking to take a more specialized course with them in the near future. I welcome the opportunity to engage with highly experienced and respected professionals in the industry who are interested in teaching, advocating, and supporting the development of my growing career. In return, you will secure a life-long learner who is committed to her professional development, the success of the company and maintaining a positive perspective at all times.

## EXPERIENCE

### TUTOR

August 2021 - Currently

The Reading Clinic, Hamilton, Bermuda

- Strong organizational skills gained when planning my tutoring sessions
- A growing awareness of emotional intelligence when interacting 1:1 or within a group
- A superior level of communication skills, essential for establishing good working relationships and functioning as part of a team
- Takes own initiative
- High sense of personal accountability and engagement
- Personable with strong communication skills to become a trusted resource within your team

### STORE ASSISTANT & CASHIER/STOCK CLERK

Spring/Summer 2015 - 2019

A.S. Cooper & Sons, Ltd., Dockyard/Hamilton, Bermuda

- Skillful in managing priorities and providing support to other professionals in a constantly shifting work environment
- Extreme attention to detail in marketing strategies gained from working in the highly competitive industry of retail during the busiest tourist seasons
- Able to mindfully navigate and oversee a greater volume of foot traffic than most applicants; approximately 200-300 individual clients - disembarking from cruise ships - on a given day, of which 50% make it to check
- Capable of increasing estimated revenue by providing excellent customer service to more uncertain/undecided clientele

### CASHIER

June 7th - 26th 2017

America's Cup Superstore, America's Cup Village, Bermuda

- Ability to learn programs and processes quickly and efficiently; extraordinary adaptive capabilities with very limited prep time (only allowed 2 days to become familiar with Superstore systems and structure before the Village officially opened)
- Expert in handling high customer demand and volume coupled with extended work hours
- During this experience, special events within the pop-up Village called for work shifts going up to 12 hours with limited break time
- An incredible level of accountability with increased workloads in the absence of 1 or more teammates