

Jade Stewart

E-mail: jadestewart.pd@gmail.com

Tel: 441-535-0705

PERSONAL PROFILE: A focused and result-driven student with excellent analytical skills pursuing a Hons. Bachelor of Finance and Accounting. My studies and work experience have given me a strong communication, comprehension, and investigation foundation and I aim to leverage these skills to further myself toward a career. As I prepare for the ARe exam with anticipation for the CPA exam, this opportunity stands as a clear advantage before stepping into the industry.

STRENGTHS: Data mining, computer forensics, team building, time management, leadership, goal-orientated, risk assessment, Microsoft skills, ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

WORK EXPERIENCE

May 2023 – June 2023 **BFIS – Bermuda Foundation for Insurance Studies – Bermuda “Intro-to-Insurance” Internship**

- Engaged with numerous insurance-related companies over the course of a thorough three weeks
- Participated in group presentations and public speaking
- Completed foundational insurance courses

June 2023 – August 2023 **MS Reinsurance Bermuda Branch – Technical Accountant Intern**

- Data analysis and investigation
- Assist with preparing and allocating journal entries
- Data entry
- Recording and maintaining accurate data
- Perform additional operations and tasks, as required

September 2021 - October 2022 **Ministry of Health, Bermuda – Service Provider for the Pandemic Response team call center**

- Cross-trained new hires
- Established knowledge of protocols, answering customer inquiries, and reducing wait time for calls and emails
- Traveled to locations within geographically assigned areas to assist in efficient cruise operations and traveler inquiries
- Carefully recorded data and coordinated COVID-19 appointments for schools and individuals
- Resolved customer complaints, reducing the likelihood of repeat callers

January 2021- June 2021 **Ministry of Health, Bermuda – Service Provider for Admin on the COVID-19 Vaccine Team**

Managed extensive ques of up to 800+ customers daily

- Collaborated with healthcare teams
- Assisted physicians with customer care

January 2021- June 2021 **Cabinet Intern, Bermuda – Social Media Coordinator**

- Managed the Premier of Bermuda’s social media accounts.
- Assisting in the creation of project plans and strategies for effective communication
- Collaborated with professionals in the business field to fulfill various responsibilities, nurture connections, and share valuable information.
- Created preliminary content for use in public speaking engagements

EDUCATION

- 2024 - 2028** **Seneca College**
- Presently enrolled in (Hons.) Bachelor of Commerce – Accounting and Finance but decided to defer until September 2024
- 2022 - 2023** **Seneca College**
- Fraud Examination & Forensic Accounting Graduate Certificate
- 2018 - 2020** **Holland College**
- Sports & Leisure Management Diploma
 - Full scholarship
 - All Canadian Academic Student-Athlete Award for soccer
 - Top Offensive Player
- 2014 – 2018** **CedarBridge Academy High School**
- Honors
 - Principal's Spotlight
 - Prefect
 - Miss. CedarBridge
 - Outstanding Athlete Award
 - Team Captain - Soccer, All-Star Netball, All-Star Football
 - Fiqre Crockwell Sports Scholarship Award

COMPUTER SKILLS & COURSES

Proficiency in using various computer applications and software

- Microsoft Office Suite: Includes applications like Word, Excel, PowerPoint, and Outlook for word processing, spreadsheets, presentations, and email management.
- Adobe Creative Cloud: Offers applications such as Photoshop (image editing), Illustrator (vector graphics), InDesign (desktop publishing), and Premiere Pro (video editing).
- Google Workspace (formerly G Suite): Includes tools like Google Docs, Sheets, Slides, and Gmail for collaborative work and communication.
- Microsoft Teams: Collaboration and communication platform for teams, combining chat, video meetings, and file sharing.

PROFESSIONAL DEVELOPMENT COURSES

- The Institutes: *Insurance Essentials*

PROFESSIONAL AFFILIATIONS AND AWARDS

- BFIS: *Bermuda Foundation for Insurance Studies*

INTERESTS AND HOBBIES

I am passionate about soccer and music and actively engage in both as sources of enjoyment and personal growth.

REFERENCES

References available upon request

