

Francesca Vigilante

francescavigilante1@gmail.com

+1 (441) 703-0507

LinkedIn: www.linkedin.com/in/francesca-vigilante-ab0568206

GOAL:

I am eager to expand my knowledge and make valuable contributions to the Re/Insurance industry in Bermuda. The intricacies of risk management and the global scale of operations within Re/Insurance highly interests me, offering an intellectually stimulating environment where I can apply my knowledge and analytical skills to real-world challenges. I am driven by the opportunity to develop my career from a strong foundation, and to thrive in a workplace that fosters and develops skilled employees. Ultimately, my goal is to secure an entry-level position where I can make meaningful contributions while continually learning and evolving as a professional.

WORK EXPERIENCE

May 2023 – Aug 2023 **Artex Risk Solutions** – *Assistant Accounts Trainee*

Worked alongside the CEO of Artex Underwriting Managers and gained firsthand exposure to executive-level decision-making, strategic planning, and leadership in the industry.

- Participated in strategic planning sessions, contributing insights and ideas to organizational initiatives and long-term goals.
- Ensured that filing for day-to-day underwriting activities was compliant with policy and local regulatory requirements.
- Accompanied the CEO to meetings with clients, stakeholders, and industry partners, observing negotiations, presentations, and relationship-building strategies.
- Assisted in research and analysis to support the CEO in making informed decisions.
- Took detailed notes during meetings and discussions, summarizing key takeaways and action items for follow-up.
- Provided administrative support to the CEO, including scheduling meetings, managing calendars, and preparing documents and presentations.
- Completed special projects and assignments as assigned by the CEO, demonstrating adaptability, initiative, and problem-solving in a fast-paced, dynamic environment.

VACATION EMPLOYMENT

Summer (2020)

Par La Ville Dental – *Office Cleaner*

- Ensured in-depth cleaning of all aspects of dental office as per new Covid-19 regulations.

Summer (2018)

Masterworks Museum of Art – *Summer Camp Volunteer*

- Coordinated creative activities and cared for large groups of children.
- Collaborated with a team to design creative activities for children.

EDUCATION

2022 – Present

The Institutes

- Passed the CPCU 500: Managing Evolving Risks exam.
- Passed the ARe 320: Serving the Reinsurance Customer exam.

2019 - 2022

University of Leeds, UK

- BA (Hons) Business Management
- Received a 1st Class degree.

2006 – 2019

Bermuda High School for Girls

- International Baccalaureate diploma
- GSCE's: 9 GSCEs grades A* - B (including Mathematics and English)

SKILLS & INTERESTS

Computer: Proficient in SPSS and Microsoft Office tools (Excel, PowerPoint & Word)

Skills: Willingness to Learn, Adaptability, Team Collaboration, Self-Starter, Analytical Thinking, Time Management

Interests: Environmental Conservation, Travelling, Reading, Podcasts, Running

PROFESSIONAL DEVELOPMENT COURSES

- Member of the University of Leeds Advertising, Marketing and PR society
- BFIS speed networking event attendee
- Participant in KPMG Investment Challenge

COMMUNITY INVOLVEMENT

- Member of the sustainability service at the University of Leeds
- Keep Bermuda Beautiful volunteer
- Masterworks volunteer

REFERENCES

Available upon Request.