

Z'ARI LEE

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GOAL:

Seeking a dynamic entry-level role in the insurance industry where I can apply my educational foundation, enthusiasm for insurance, and strong analytical and communication skills to support the company's success while pursuing ongoing professional development.

STRENGTHS:

Leadership, Works well under pressure, critical thinker, passionate, adaptable,

WORK EXPERIENCE

September 2020– August 2021

The Marketplace

Cashier

- Assisted customers with inquiries about products or services, or provide information about store policies or promotions.
- Reconciled and prepared bank deposits.
- Performed all checkout procedures quickly and accurately.

May 2020– October 2020

MoonGate Group

Office Assistant

- Examined documents and forms for accuracy, enforcing conformance to company rules and regulations.
- Supported staff by performing data entry and administrative duties.
- Greeted all customers and visitors ensuring they had a great first impression of the company.

VACATION EMPLOYMENT

Summer (2023)

MS Reinsurance – Technical Accounting Intern

- Performed accounting activities with ledgers, reconciliation and financial reports.
- Collaborated with finance team to compile and analyze financial data, assisting in the preparation of monthly, quarterly and annual financial statements.
- Helped maintain organized and up-to-date financial records, ensuring compliance with accounting standards and company policies.

Summer (2022)

Winter (2022)

BF&M Insurance – Claims Administrator

- Set up all incoming claim forms to pass to assigned adjusters.
- Acted as a point of contact for all incoming and outgoing requests.
- Maintained accurate records of all claims processed, including details of the claim, any investigations conducted, and payments issued.

EDUCATION

2020 – present

North Carolina A&T State University

- Bachelor of Science in Business Administration
- December 2024
- Dean List

2017– 2020

St. Thomas Aquinas

- Principals Honors
- Social Justice Committee
- Student Council

2020 – present

Bermuda High School for Girls

- Academic Honors
- Duke of Edinburgh
- Autism Playgroup

COMPUTER SKILLS & COURSES

Microsoft Office, Data Analysis, Email Communication

PROFESSIONAL DEVELOPMENT COURSES

- Courses, conference attendance, etc.
- Completed AINS Mini-Course

LEADERSHIP & ACTIVITIES

The Arc Greensboro – Volunteer

- Taught young girls with disabilities how to do cheerleading.
- Talked with parents about how to handle difficult situations with their children.
- Advocated for those within the community.

Council of Exceptional Children – Vice President

- Organized organization’s events.
- Advocate for those with disabilities in the school and work environment
- Maintained open communication between members and other board members.

100 Collegiate Women –

President Intern

- Assisted with event set up and take down.
- Engaged in group discussions promoting an open exchange of ideas.
- Encouraged and uplifted women within my school community

INTERESTS AND HOBBIES

- Cooking
- Traveling
- Volunteering

REFERENCES

Lakeisha Darrell/Associate Head Health Claims/BF&M Insurance/ ldarrell@bfm.bm

Feruzan Williams/Chairperson for Management Department/North Carolina A&T State University/

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