

SYDNEY R. WEST
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SKILLS AND SOFTWARES

- Data Analytics – MS Excel, Tableau, VBA Coding Language
- Attention to detail – Contract Writing Training
- Relationship building – MS Teams, Interpersonal Skills, Verbal and Written Communication Skills

EDUCATION

St. Francis Xavier University – Gerald Schwartz School of Business – Antigonish, NS Sep 2020 – April 2025
Bachelor of Business Administration, major International Business – Co-Op Education

Global Experience – Santa Cruz de la Sierra, Bolivia Sep 2019- Jul 2020
Rotary Youth Exchange Program

- Semi-Fluent in Spanish
- Adaptability: lived with two different host families and attended two different schools

ACADEMIC ACHIEVEMENTS

- BFIS Hannover Re Scholarship Jun 2023
- Schwartz School of Business International Scholars Award Jun 2020

WORK EXPERIENCE

Hiscox Re & ILS – Pembroke, Bermuda Jan 2023 – Aug 2023

ILS Finance, Claims Co-Op Student

- Diagnosed differences recorded in our data systems against client advice regarding premium and deductible payments.
- Developed Excel skills further with VBA code.
- Liaised with PwC Audit Team to ensure deadlines were met.
- Reported to the ILS Claims Committee financial losses according to perils.
- Analyzed claims data.
- Generate financial statements for multimillion-dollar funds.

Convenience for U StFX – Antigonish, NS Sep 2022 – Present

Cashier

- Registered sales on a cash register by scanning items, itemizing, and totaling customers' purchases
- Processed cash, debit, and credit transactions

- Maintained a safe and clean working environment in compliance with the rules and regulations

Jun 2022 – Aug 2022

Hiscox Re & ILS - Pembroke, Bermuda

ILS Finance, Investor Relations & Business Development Intern

- Supportive admin role in various departments; Claims, Finance, Investor Relations and Business Development
- Participated in frequent meetings with investors and compiled meeting minutes
- Presented an analysis of the internship as well as provided feedback to CEO once the duration of the internship was completed
- Rolled forward financial statements for multiple multimillion-dollar funds

LEADERSHIP AND COMMUNITY INVOLVEMENT

StFX Student Society of the Modern Languages

Oct 2023 - Present

Treasurer

- Collaborate with fellow executive members to align financial plans with the society's goals.
- Prepare a comprehensive budget to effectively allocate resources.
- Brainstorm and spearheaded fundraising events to secure additional financial support.

Sep 2023 - Present

Enactus StFX

Senior Project Manager

- Lead and manage the planning, execution, and successful completion of the Financial Literacy project.
- Develop and maintain project plans, including defining project scope, objectives, deliverables, and timelines.
- Facilitate effective teamwork and collaboration among project team members, promoting a positive and productive work environment.

Hiscox Re & ILS

Jan 2023 – Aug 2023

Social Committee, Member

- Gained experience with planning and coordinating various events, such as holiday parties and team-building activities
- Promoted events to employees via word of mouth and sending out email invitations
- Handled logistical details like arranging transportation, catering, decorations, audio-visual equipment, and coordinating with vendors

Green Team, Volunteer

May 2023

- Developed a keen eye for spotting and collecting small pieces of litter, microplastics, and other debris is essential for thorough cleaning

REFERENCES

Available upon request.