

# ALANAH BACON

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Nationality: Bermudian

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## OBJECTIVE

As a requirement to graduate, I need to complete a six week internship this summer (2012). I am looking for an internship that will help me gain experience and knowledge about underwriting.

## EDUCATION

### **Bachelor of Science in Business Administration**

Minor in Communications

*Colby-Sawyer College, New London, New Hampshire*

Courses Taken: Micro/Macro Economics, Financial/Managerial Accounting,  
Business Applications of the Computer, Business Law, Statistics

September 2009- May 2013

### **Saltus Grammar School**

Graduated in June 2009 with honors

## WORK EXPERIENCE

### **Summer Student in Property Department**

*ACE Insurance Ltd*

- Input data into account reports via Excel, organized and prepared files for audits, logged new business into database

2009-2011

*Hamilton, Bermuda*

### **Dance Teacher**

*In Motion School of Dance*

- Taught six pre-ballet classes to three-five yr olds weekly, responsible for 10-20 children each class, choreographed for annual recital, youngest teacher hired at age 16

2007-2009

*Hamilton, Bermuda*

### **Summer Student in Claims Department**

*XL Reinsurance Company*

- Input claims into database, categorized claims and distributed documents to overseas offices

June 2007

*Hamilton, Bermuda*

## INVOLVEMENT IN THE COMMUNITY

Note taker for the Academic Development Center at Colby-Sawyer College

Volunteer at the New London Outing Club Summer Dance Camp

Volunteer work through the Bermuda Centre on Philanthropy

Colby-Sawyer College Community Service Club Member

Colby-Sawyer College Dance Ensemble

Colby-Sawyer College Admissions Ambassador and Cross Cultural Club Member

September 2011 - present

August 2011

July 2010 and July 2011

September 2010 - present

September 2009 - April 2010

September 2009 - present

## SKILLS

- Microsoft Office and Statistics Package for the Social Sciences (SPSS) proficient

## HOBBIES AND INTERESTS

- Dance: ballet, pointe, modern, tap
- Playing the flute, reading, traveling, community service

## REFERENCES Available upon request