

DONITA STEVENS

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Nationality: Bermudian

Permanent Address:

21 Boundary Crescent
Devonshire, BERMUDA FL 02

OBJECTIVE:

To obtain a position that will complement and utilize the skills acquired through my academic courses while enhancing the growth of a competitive firm in the insurance field.

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, December 2011

Major: Risk Management and Insurance

Related Courses (Completed by December 2011):

- Global Corporate Risk Management
- International Risk Management
- Property and Liability Insurance Functions
- Property and Liability Insurance Coverages
- Life and Health Insurance and Employee Benefits
- Introduction to Actuarial Science
- Theory of Interest
- Business Society and Ethics
- Global Business Policies
- Introduction to Risk Management

Honors and Activities:

- Gamma Iota Sigma Professional Risk Management, Insurance and Actuarial Science Fraternity, Spring 2009 – Present
- Math Competition Committee, Spring 2009 – Present
- Spanish Club, Fall 2008 – Spring 2009
- Mentor, Fox Mentorship Program, Fall 2011 – Present
- Student Member, Delaware Valley Chapter of RIMS, Spring 2009 – Present
- BFIS Validus Re Scholarship, Fall 2007 – Spring 2009
- ABIC Scholarship, Fall 2007 – Spring 2009
- Bermuda Government Further Education Award, Fall 2009 – Spring 2010
- Dean's List, Fall 2007 – Spring 2008
- National School of Collegiate Scholars, Fall 2007 – Present

EXPERIENCE:

Partner Re, Hamilton, BERMUDA

Summer Intern, June 2011 – August 2011

- Became familiarized with Partner Re's filing and accounting systems through a rotation with mentors in the technical accounting and claims department
- Responsible for daily cash deposits, reconciling receipts with payment, and concluding the transaction by recording into SICS-nt system
- Assisted claims coordinator with tracking potential catastrophic storms and booked claims

ACE Bermuda, Hamilton, BERMUDA

Summer Student Project Leader, June 2010 – August 2010

- Led the Summer Student Project team in completing two community service projects
- Delegated and implemented a plan for the team in order to complete the projects well and on time
- Created platform for new undergraduate trainee program which included professional growth and development programs as well as networking opportunities within the company

Summer Internship Program, Hamilton, BERMUDA

Summer Intern, June 2009 – August 2009

- Appointed leader of first rotation at ACE
- Reported and conducted presentation of a case study of a pharmaceutical company
- Participated in networking simulation with executives of ACE
- Participated in the Community Project which revamped and redesigned The Centre for Talented Youth's ad campaign as a way to attract and retain smart and gifted youth

COMPUTER SKILLS:

Microsoft Word, Outlook, Excel, PowerPoint, Access, Phoenix and SICS-nt