

# Jennifer Medeiros

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## Education

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### St. John's University, Tobin College of Business

Bachelor of Science in Risk Management and Insurance

Cumulative GPA: 3.24

\*ABIC Scholarship

\*St. John's SRM Scholarship

New York, New York

May 2012

### Bermuda College

Associate in Arts, Business Administration

Paget, Bermuda

2009

## Certifications & Training

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Passed INS 21 and INS 22 exam; ARe 145 course; Insurance Essentials; Ethics Guidelines for Insurance Professionals Suite

## Activities

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Gamma Iota Sigma – International Risk Management and Actuarial Science Club Collegiate Fraternity 2009 – Present

CPCU Annual Conference attendee; Las Vegas, NV October 2011

BFIS Summer Internship Program participant 2011

## Business Experience

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### American International Company, Ltd.

Hamilton, Bermuda

▪ Intercompany Assistant Accountant 2007 – 2010

- Followed up on outstanding balances and assisted with meeting cash flow guarantees.
- Reconciled statements and accounts; assisted in consolidating reports of cash information.

### The Phoenix Stores, Ltd.

Hamilton, Bermuda

▪ Accounts Administrator 2006 - 2007

- Reconciled insurance claims using the claim management and accounting systems and produced discrepancy reports; prepared weekly billing and distributed to insurance companies for payment.
- Supervised Cash Office personnel to ensure that policies and functions were performed accurately; Posted daily sales transactions to the accounting system for all stores, ensured that all sales were posted; Assisted Financial Controller with all aspects related to the operations of the Cash Office; Promoted from Clerk to Account Administrator.

### Bank of Bermuda; HSBC

Hamilton, Bermuda

▪ Settlement Administrator 2003 – 2005

- Reconciled, balanced, and processed all credit card transactions daily – processed wired, monthly billing.
- Researched and processed all ATM disputes and settlements of payments when applicable.
- Ensured that necessary adjustments and transfers were done on cardholders' accounts when applicable.

▪ Junior Operational Assistant

- Processed debit and credit card applications, updated accounts with requested amendments on profile.
- Submitted and filed reports; monthly inventory, statistical reports, debit reports, etc.
- Prepared monthly credit card and yearly debit and reissuances for distribution of new cards.

## Community Service

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St. Nicholas Religious Center, Kew Gardens, Queens

2011 – Present

## Skills

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**Languages:** Fluent in Portuguese

**Technical Skills:** Microsoft Office: Word, Excel, PowerPoint, Internet Explorer, Sun Accounting Systems, Genius