

LUCY PACHECO

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OBJECTIVE

I am a Bermudian university graduate seeking full-time employment within the insurance industry.

EXPERIENCE

May 2006 – Aug. 2011, XL Re (Bermuda) Ltd. - Summer Student within the Property Reinsurance Underwriting Department

- Proficiently reviewed property contract wordings
- Created spreadsheets, reports, and conducted UW pricing analysis in Word and Excel
- Organized summer corporate events for department employees
- Maintained electronic document management system
- Assistant for Senior Vice President, Underwriter

May 2009 – December 2010, Dr. Jane Crerar, MB ChB, Bermuda - Part-Time Employee

- Organized Filing System
 - Administrative duties including filing, faxing, etc.
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EDUCATION

Sept. 2009 – Dec 2011, Saint Mary's University, Halifax, NS, CA

Bachelor of Commerce, Major: General Business.

Sept. 2006 – June 2009, Seneca College of Applied Arts and Technology, Toronto, CA

Advanced Diploma, Major: Business Management.

SKILLS

- Proficient with Microsoft Office Suite with ability to learn proprietary systems/applications quickly and easily.
 - Familiar with Xlerate (Proprietary XL Re Pricing System), Destiny (Underwriting System), and Documentum (Document Management Systems)
 - Fluent in English and Portuguese
 - Trained in effective verbal communication, and active listening
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ACTIVITIES & INTERESTS

- Jan. 2011- May 2011, **Saint Mary's Commerce Society** - Member
 - Jan. 2011 - May 2011, **Catholic Christian Outreach** - Faith Studies Member
 - July 2010, **Kaleidoscope Arts Foundation** - Community Service
 - **Exercising, Travelling & Reading**
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REFERENCES

Available upon request