

# John Doe

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## EDUCATION

### Regional Public School

*Certificate in Accounting*

**GPA:** 3.85/4.0

**City, State**

May 2014

### Top 25 school

*Bachelor of Arts in Economics*

**GPA:** 3.03/4.0

**City, State**

August, 2011

## PROFESSIONAL EXPERIENCE

### Current Employer

*Pricing Analyst*

**City, State**

Sep 2012 – Present

- Priced middle market groups by performing financial and statistical analysis while adapting to changes involving healthcare reform. Forecasted trends by inspecting historical claims data.
- Extracted and manipulated data to perform pricing of various insurance proposals. Developed basic cost projections using group cost and enrollment data. Analyzed medical insurance trends to help forecast costs for middle market groups. Calculated premium costs per member for comparative analysis.
- Researched inquires and coordinated with various departments, such as Marketing, Finance, Accounting, Legal, and Actuarial. Resolved data requests and rectified rating and underwriting issues from external clients while ensuring deadlines were met.

### Fortune 500 Company

*Finance Intern*

**City, State**

May 2011 - Sep 2012

- Communicated internationally with a team of analysts in order to resolve outstanding accounts.
- Significantly enhanced operational performance by increasing past due debt collections by an estimated 10%. Developed payment plan options for financially distressed companies by forecasting future usage. Monitored progress by developing an actual versus forecast variance report, resulting in the collection of over \$5M.
- Increased financial transparency through consolidation of daily international cash reports, taking into account currency exchange.

### Current Employer

*Underwriting Intern*

**City, State**

May 2010 – Aug 2010

- Recognized for excellent time management, perseverance, attention to detail and going [REDACTED] when completing large group profiles for [REDACTED]
- Selected by management of [REDACTED] to represent the company in a leadership program designed to retain top talent in the [REDACTED] area

### Current Employer

*Internal Consulting Intern*

**City, State**

Aug 2009 – Jan 2010

- Generated a detailed monthly budget variance report on Microsoft Excel and implemented procedures for submission of information; achieved greater efficiency and accuracy by allowing departments to better manage cost.
- Led the development of a position control model and produced a more efficient reporting method.
- Managed the consolidation of bi-weekly and monthly reports on Microsoft SharePoint. Contacted leaders of different cost centers for financial updates, resulting in a greater response in reporting by an estimated 20%.

### Current Employer

*Treasury Services*

**City, State**

May 2009 – Aug 2009

- Led the development of a cash flow forecast model of a major subsidiary. Created and analyzed pivot tables. Produced easily identifiable cash flow trends for the creation of a monthly forecast.
- Redesigned the cash flow model on Microsoft Excel. Reduced clutter and employed a simpler yet more comprehensive layout. Developed an automated-report generating process allowing for easy identification of variances.

**High School Athletic Program**

**City, State**

*Founder (2005) and Junior Varsity Basketball Coach*

2007 – 2008 Season

- Managed the competitive strategy, physical development, and group dynamics of a competitive athletic team of 10 members within a high school setting. This resulted in the team's first winning season in its three year history.
- Establishing relationships with public and private schools throughout [REDACTED]. This resulted in a more competitive environment, including games with top ten ranked teams. Led recruitment efforts via social media and networking. My efforts led to a 300% increase in membership in the second year of the program.

**ACTIVITES & INTERESTS**

**Volunteer Work:** Elementary School Mentor, [REDACTED] Food Bank,

**Campus Involvement:** Active Member of [REDACTED] Fraternity

**Honors:** [REDACTED]