



# Jordan Hollins

UNDERWRITER AT ASSOCIATED  
BROKER | LEVEL 5 QUALIFIED  
ENGLISH TEACHER

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## Personal Summary

I am an enthusiastic and energetic individual who enjoys working with others. I love being outdoors and active.

## Core Skills

- Time management
- Decision making
- Working under pressure
- Problem-Solving
- Client services
- Communication
- Willingness to work
- Flexibility
- Self motivated

## Work History

### INSURANCE UNDERWRITER

*Associated Broker  
January 2016 -  
present*

- Managing of client insurance portfolio's.
- Undertook annual policy/contract renewals.
- Oversight of employees work.
- General claims management.
- Flexi system management.

### BAR TENDING & WAITERING

*The Bond Shed  
December 2018 -  
December 2019*

- Making cocktails and drinks.
- Tending the bar.
- Handling Cash Ups and stock take.
- Set-up and organizing of bar.

### SURF INSTRUCTOR

*Roxy Learn 2 Surf  
January 2014 -  
December 2015*

- Organizing lessons and timetables for staff.
- Teaching Children and adults to surf.
- Safety awareness in and out of the ocean.
- Party planning and set-up.

## Academic History

### EMBURY COLLEGE

*Highschool/Matric - 2014*

### IIE VARSITY COLLEGE

*Bachelor of Commerce  
Degree in Marketing  
Management - 2018*

### THE TEFL ACADEMY

*Level 5 TEFL (168-Hour)  
Online Top-Up Course (30-Hour)*

## Contact Details

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## Work References

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