

# Sandra Morande

moran262@umn.edu | 952-992-9985 | 270 County Road 110 North Minnetrista, MN, 55364

## PROFESSIONAL EXPERIENCE

*Allianz Global & Corporate Specialty* | Minneapolis, Minnesota | October 2017 - November 2019

### **Premium Audit Account Technician II**

- Manage daily work distribution and assignments as well as correcting incoming system errors.
- Performing premium audits for Workers Compensation and General Liability insurance policies in adherence to various state regulations and company policies with adherence to policy underwriting negotiations for specialty policies
- Provided support and assistance with email inquiries from Underwriting, Agents and clients
- Provide support for Premium Audit and Unit Stat daily, weekly and monthly filing system

*University of Minnesota, Dept. of Curriculum and Instruction* | Minneapolis, Minnesota | May 2015- May 2017

### **Executive Office and Administrative Specialist**

- Made purchases, paid invoices and processed reimbursements as requested, ensuring adherence to University purchasing policy for departmental, travel and research.
- Mastered the use of PeopleSoft Enterprise Financial System for expense reconciliation as well as payment tracking and purchase order processing.
- Made travel arrangements and managed expenses for visiting scholars, and recruitment candidates. Also managed the organization and execution of internal and public events.
- Managed the disbursement and processing of department Scholarship Award Funds.
- Management of office space/equipment/supplies with the assistance of student employees.

*Books for Africa* | St. Paul, Minnesota | January 2015-May 2015

### **Event Intern**

- Organized communications and correspondence for the BFA Annual Luncheon fundraiser.
- Conducted data entry and research of fundraising and expansion opportunities.
- Represented the organization at community and corporate events.

*University of Minnesota, STEM Education Center* | St. Paul, Minnesota | May 2014- May 2015

### **Administrative Assistant**

- Organized communications and served as a receptionist for the STEM Educations Center office.
- Assisted the Center's professors to organize and facilitate seminars, workshops, and research.
- Applied basic accounting skills to document and track purchases in Enterprise Financial System.
- Organized and maintained the Centers inventory of supplies and instructional material.

*Hammer Residencies* | Wayzata, Minnesota | June 2012- August 2013

### **Assistant Programming Manager**

- Assisted clients with daily needs, budgeted grocery purchases, and coordinated event planning.
- Assisted in the management of client finances, income tracking and managing bill payment.
- Handled sensitive client information following HIPPA medical privacy guidelines.
- Lead and organized the house team in meeting clients' daily needs

## EDUCATION

*University of Minnesota* | Minneapolis, Minnesota | February 2020 - May 2020

**Bootcamp Certificate in Full Stack Web Development** 12 week immersive program focused on gaining technical programing skills to compete the MERN Stack

*University of Minnesota* | Minneapolis, Minnesota | January 2013 - December 2014

**Bachelor of Arts** in Global Studies with a concentration on Political Economics and Latin America, Pre-Medicine Track

*Duke University* | Durham, North Carolina | August 2010- May 2012

**Bachelor of Arts** in International Comparative Studies, Global Health Certificate, Pre-Medicine track

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## VOLUNTEER AND LEADERSHIP EXPERIENCE

Books for Africa **Volunteer** June 2015-Present  
Venture Academy **Tutor** Sep - Dec. 2014

Circle of Giving **Vice President** May –Dec.2014  
Niche **Secretary & Historian** Jan. 2014- Dec. 20

## SKILLS AND STRENGTH

- Detail oriented
- Strong interpersonal skills
- Team worker with leadership experience
- Problem solving skills
- Hardworking and committed
- Strong communicator