
JESSICA CLAIRE

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SUMMARY

Strategic and analytical finance professional with 4+ years of success in financial reporting, analysis and project management.

SKILLS

- Analytical skills
- Variance analysis
- Complex problem solving
- Financial modeling
- Self-motivated professional
- MS Office Suite
- Interpersonal skills
- Leadership skills

ACCOMPLISHMENTS

- PHI SIGMA SIGMA SORORITY CALIFORNIA STATE UNIVERSITY October 2006 - June 2010.
- Monitor event activities to ensure compliance with applicable rules and satisfaction of participants, and resolution of any problems that arise.
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
- Analyzed, revised and worked with budgets.
- President 2007-2008.
- Community service: Relay for life, American Heart walk, Linus Project, Phi Sigma Sigma Foundation.
- Hold regular meetings.
- Leadership training 2 years.
- STATE FARM ACTIVITIES COMMITTEE June 2012 - January 2013.
- Monitor event activities to ensure compliance with applicable rules and satisfaction of participants, and resolution of any problems that arise.
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
- Analyzed, revised and worked with budgets.
- Hold regular meetings.

EXPERIENCE

Finance Analyst, 10/2013 - Current

Honeywell – Tinton Falls, NJ,

- Executed and reported variance and gap analysis.
- Monitored and analyzed Key Performance Indicators (KPI) and financial ratios.
- Tracked, analyzed and interpreted trends in [Data type] data.
- Analyzed pricing and sales for all business products.
- Developed financial analysis reports and presentations by applying acquired financial principles.
- Analyzed businesses of varying sizes to determine the financial impact of potential investments.
- Manipulated data using pivot tables, pivot charts and macros
- Evaluated return-on-investment and profit-loss projections.
- Planned and managed budgets in excess of \$[Amount].
- Created sales strategies to promote advertising offerings and motivate larger deals.
- Completed strategic competitive analysis by assessing strengths and weaknesses of competitors.
- Managed trade on new product releases.
- Worked effectively in a heavily cross-functional, fast paced environment.
- Researched and resolved billing and invoice problems.
- Created training manuals for our trade system. Led team training.
- Provided a high level support to sales representatives and customers.
- Recommended changes to existing methods to increase the accuracy and efficiency of our ROI.
- Generated and distributed weekly reports.
- Lead on and off-site support across multiple time zones.

Claim Representative, 02/2011 - 10/2013

St. Joseph Health – Eureka, CA,

- Examine claims forms and other records to determine insurance coverage.

- Investigate and assess damage to property and review property damage estimates.
- Interview or correspond with claimants, witnesses, police, or other relevant parties to determine claim settlement, denial, or review.
- Review police reports and physical property damage to determine the extent of liability.
- Negotiate claim settlements and recommend litigation when settlement cannot be negotiated.
- Analyze information gathered by investigation, and report findings and recommendations.
- Refer questionable claims to investigator or claims adjuster for investigation or settlement.
- Collect evidence to support contested claims in court.
- Examine titles to property to determine validity and act as company agent in transactions with property owners.
- Evaluate practicality of repair as opposed to payment of market value of vehicle before accident.
- Determine salvage value on total-loss vehicle.
- Arrange to have damage appraised by another appraiser to resolve disagreement with shop on repair cost.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.

Intern, 07/2010 - 09/2010

Cleveland Clinic – Gates Mills, OH,

- Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person and to discuss any existing coverage.
- Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.
- Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
- Calculate premiums and establish payment method.
- Contact underwriter and submit forms to obtain binder coverage.
- Develop marketing strategies to compete with other individuals or companies who sell insurance.
- Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.
- Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms.
- Customize insurance programs to suit individual customers, often covering a variety of risks.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.

Intern, 07/2010 - 09/2010

Clyde Companies Inc. – Bunkerville, NV,

- Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person and to discuss any existing coverage.
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Intern, 07/2010 - 09/2010

Clyde Companies Inc. – Craig, CO,

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- Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.
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- Calculate premiums and establish payment method.
- Contact underwriter and submit forms to obtain binder coverage.
- Develop marketing strategies to compete with other individuals or companies who sell insurance.
- Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.

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EDUCATION AND TRAINING

Bachelor of Science: Business Administration Finance, June 2010

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CALIFORNIA STATE UNIVERSITY OF BAKERSFIELD - BAKERSFIELD, CALIFORNIA

GPA:

Business Administration Finance

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GPA:

Phi Sigma Sigma Sorority: ,

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GPA:

SKILLS

binder, clientele, clients, features, financial, forms, insurance, litigation, marketing strategies, market, meetings, networking, police, policies, recording, seminars, settlements, Sigma, technical assistance, underwriter