

LISA A. BORDEN

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QUALIFICATIONS SUMMARY

Conscientious, results-oriented Reinsurance professional. Proven results in Reinsurance, Accounting, Project Management, and Taxation. Self-motivated learner with strengths in identifying challenges, developing action plans and implementing solutions. Known for strong technical skills in TAI, Excel, Access, Word and QuickBooks. Able to work remotely from fully equipped home office.

PROFESSIONAL EXPERIENCE

BENEFIT & COMPENSATION CONSULTANTS, INC., New York, New York 2006 - Present
Director of Administration

- Manage daily accounting activities for medical insurance broker. Responsibilities include accounts receivable, accounts payable, payroll and human resources for ten entities.
- Converted accounting records from mainframe system and set up QuickBooks for all companies.
- Developed procedures to ensure smooth operation of employee programs.

R. ANTHONY WALL, ATTORNEY, Torrington, Connecticut 2004 - Present
Bookkeeper

- Use QuickBooks Pro to maintain accounting records for law practice. Write checks for disbursements and settlements, apply payments, reconcile bank accounts, process payroll, prepare state and federal tax forms.

TFI INTERNATIONAL, INC., Los Angeles, California 2006
Senior GAAP Accountant

- Six-month assignment to prepare company for four-year audit. Analyzed financial statements for variances, made entries, prepared schedules and directed staff.

REINSURANCE CONSULTING 2004 - 2005
Reinsurance Consultant

- Provided technical expertise to international reinsurer on the conversion to the TAI reinsurance system. Consulted with employees and outside vendor to facilitate smooth transition of business.
- Tested system functionality, validated data, reviewed reports and coded information.

ING RELIASTAR (formerly SECURITY-CONNECTICUT LIFE), Avon, Connecticut 1988 - 2002
Reinsurance Administration Supervisor (1999 – 2002)

- Directed activities of three staff members in all aspects of ceded Reinsurance including new business, policy change, death claims and premium accounting.
- Analyzed and converted multiple manual Reinsurance administration systems into one computerized system (TAI) over a six month period.
- Developed action plan to guide department through company reorganization while maintaining productivity and retaining staff. Included writing procedure manuals, organizing department materials and setting up training to facilitate transfer of department responsibilities to new team.

PROFESSIONAL EXPERIENCE*(Continued)*ING RELIASTAR *(Continued)****Reinsurance Business Analyst (1997 – 1999)***

- Acted as liaison with Corporate Systems to implement key Reinsurance projects.
- Designed and tested administration of new insurance products and arrangements on TAI.
- Coordinated technical support functions for the department by writing, modifying and running programs.
- Maintained TAI and Access databases as necessary.

Reinsurance Accounting Consultant (1993 – 1997)

- Managed monthly cession accounting cycle for 28 reinsurers within time constraints. Reviewed billings, prepared accounting entries and issued checks.
- Created Access databases, forms and reports to organize Reinsurance accounting and administration data into a user-friendly format.
- Assisted with preparation of monthly, quarterly and yearly financial statements.
- Audited reinsurer accounts for accuracy and completeness.
- Processed daily new business, policy change and death claim files.
- Researched and responded to reinsurer inquiries.

Commission Analyst (1988 – 1993)

- Administered three agent bonus programs with annual budgets of over \$500,000 each.
- Calculated commissions payable, prepared accounting entries and issued checks.
- Provided data-entry and filing services.

H & R BLOCK, Torrington, Connecticut

1994

Tax Preparer

- Interviewed clients and prepared federal and state income tax returns.
- Assisted with tax planning.

ROTHSTEIN & COMPANY, Avon, Connecticut

1993

Assistant Tax Preparer

- Input data, printed and proofread tax returns.

PROFESSIONAL DESIGNATIONS

- Fellow, Life Management Institute (FLMI), LOMA
- Associate, Reinsurance Administration (ARA), LOMA

EDUCATION

UNIVERSITY OF HARTFORD, West Hartford, Connecticut

Bachelor of Science in Business Administration, Accounting Major, Cum Laude, 1991