JEAN C. KEAYS

14G Greenbriar Drive Farmington, CT 203-246-9063 [jeankeays@aol.com](mailto:jeankeays@aol.com)

EXPERIENCE Keays Associates, Inc.

Weston, CT 2007-2011

* Oversaw the transfer and rewriting of the Weston Westport Insurance Agy., Inc. accounts to Carnall Insurance computer and companies.
* Handled the closing out of the Weston Westport Insurance Agy., Inc. financial accounts

Weston Westport Insurance Agency, Inc. Weston, CTCo-Founder and Corporate Secretary/Treasurer 1983-2007

* Co-founded general insurance agency providing sales and service of personal lines home, auto and excess liability policies.
* Handled company financial statements using Quicken 2001
* Knowledge of AMS and Applied Systems insurance software and various other insurance company website software.
* Customer service included finding the best insurance coverage at the best price with the numerous companies we represented. I submitted insurance claims and handled any problems that arose involving the claim. I created our own online quoting system.

General Precision Laboratories, Inc. Administrative Assistant

* General office tasks for Project Manager

EDUCATION

Tunxis Community College Continuing Education Farmington, CT Berkeley College White Plains, NYPleasantville High School Pleasantville, NY

Computer TraininG

Presently enrolled in Intermediate Excel at Tunxis Community College due to complete June 28, 2012

Introduction to Excel at Tunxis Community College due to complete May 28, 2012

Introduction to Quickbooks Pro 2012 Certificate of Completion from Tunxis Community College

Microsoft Office Outlook, Microsoft Word Introduction and Advanced conducted by CTWorks in 2009 and 2010.

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