



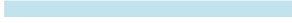




Untapped Potential Inc.

*Christine M, Candidate for:
Finance, Marketing, or Analyst Position*

SUMMARY

Experienced professional skilled in performing and presenting multiple levels of financial and managerial analysis.

SKILLS

	Critical Thinking
	Planning and Organizing
	Communication
	Tactical (Results Oriented)
	Technology

EDUCATION

Masters	Business Administration UNIVERSITY OF HARTFORD BARNEY SCHOOL OF BUSINESS
Bachelor of Science	Marketing SYRACUSE UNIVERSITY

WORK EXPERIENCE

VOYA FINANCIAL PARTNERS

Marketing Analyst

- Identified and contacted perspective clients
- Created client files for new applications and form and submitted to Compliance
- Prepared material for upcoming group and individual meetings

THE HARTFORD STEAMBOILER INSPECTION & INSURANCE COMPANY

Commercial Division

Senior Financial Analyst

- Managed staff of three professionals in the preparation of monthly reporting of results
- Developed Commercial Division pro-forma profit and loss statements in preparation of annual budget
- Provided analysis for Senior Management to approve budgets commensurate with strategic initiatives
- Responsible for development, communication, and administration of new employee incentive programs
- Participated in development of models to forecast premium and commission results on a monthly basis
- Implemented policies for Client Company ceding commissions and contingent commissions
- Responsible for reconciliation and proper accrual of Commercial Division general ledger accounts
- Implemented and managed registration and reconciliation procedures for rollout of ReSource product

Client Services Department

Manager

- Responsible for accounts receivable for 140 Client Companies
- Reduced accounts receivable from \$33 million to \$17 million with Operations Analyst team
- Managed staff of 9 full-time employees and six temporary employees
- Responsible for monthly close process and preparation of monthly reports issued to Senior Management
- Supervised monthly registration of premium tape forms
- Managed transition of Client Company Operations from home office to National Service Center location

Senior Internal Auditor

- Performed audits of HSB field offices to evaluate controls and presented findings to management
- Conducted reviews of Client Companies to review and improve workflow

NATIONAL WESTMINSTER BANK USA

Senior Financial Auditor

- Measured adequacy and efficiency of internal controls of Bank departments and branches
- Developed flowcharts and wrote audits for five treasury department