



# Untapped Potential Inc.

*Candidate for:*

*Ann C, Finance or Management Position*

## SUMMARY

A professional **Financial Manager** with 20 years of proven experience in the fields of accounting, finance, and internal client relationship development.

## EDUCATION

**Bachelor of Science** | **Finance**  
UNIVERSITY OF CONNECTICUT

**Accounting Credits (24)** | **To Meet CPA Requirements**  
CENTRAL CT STATE UNIVERSITY






**Professional Development**  
Passed CPA Exam  
The Hartford/UConn Business Mastery Program  
Chartered Property Casualty Underwriter  
Certified Associate in Reinsurance

## BOARD AND VOLUNTEER WORK

**PTO** | **Board Member**  
Acting as board member and fundraiser chair for Gift Card program with annual revenue of \$300k.

**Girl Scouts** | **Co-Leader**  
Serving as Co-leader for group of 28 young girls. Responsible for organizing activities, planning monthly meetings, and communicating with families.

## SKILLS

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

## WORK EXPERIENCE

**IQ TELCOM** | **Office Manager**  
Prepare monthly financial statements for business with \$2M in revenue. Maintain AP and AR records and reconcile accounts as needed. Test and maintain CRM system with over 4,000 accounts.

**HARTFORD FINANCIAL SERVICES** | **Manager of Capital Planning**  
**Initiative Planning**  
Collaborated with Business and IT areas to identify and measure costs and benefits of investment opportunities and then developed creative and lucrative strategies to support the organization's current directives and goals.

**Personal Lines Insurance Finance** | **Senior Accountant**  
Developed and implemented financial models to support Forecasting, Operating, and Strategic plans. Created a comprehensive financial model to determine which marketing campaigns would yield the highest return on investment.

**Reinsurance Acctg** | **Staff Insurance Accountant II**  
Developed reinsurance financial forecasts and operating plans through trend analysis and coordination with other departments. Created and published reinsurance only GAAP Financial Statements with assets of \$3 billion.

**UNITED HEALTHCARE CORPORATION** | **Sr Accountant**  
**Insurance Operation Finance - Indemnity**  
Coordinated the maintenance of the general ledger and related analysis for a company with annual income of \$72 million.

**Insurance Operation Finance - HMO** | **Accountant**  
Coordinated the general ledger of 3 HMO's with combined assets of \$70 million.

**THE TRAVELERS, INC** | **Senior Financial Analyst**  
Managed a caseload of 140 policies. Audited premium payments and resolved billing discrepancies as well as published account receivable financial reports on a monthly basis.