

CHRISTINA BARCELLO

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EDUCATION:

Temple University, Fox School of Business

Philadelphia, PA

Bachelor of Business Administration

January 2013 – December 2015

Major: Risk Management & Insurance

Relevant Coursework: Global Corporate Risk Management, Advanced Property and Liability Insurance, International Risk Management, Health and Welfare Employee Benefits, Retirement Plans, Excel for Business Applications, Business Communications

Professional Exams Passed: CPCU 557 Survey of Commercial Insurance

Activities: Gamma Iota Sigma Professional Risk Management, Insurance and Actuarial Science Fraternity, January 2014-Present, Delaware Valley Chapter of RIMS, Student Member, January 2014-Present

Housatonic Community College

Bridgeport, CT

Associate of Science

September 2010 – December 2012

Major: Business Administration and Management

WORK EXPERIENCE

Philadelphia Gas Works

Philadelphia, PA

Risk Management Intern

June 2014 - Present

- Sole intern in the Risk Management Department, assisting a team of 10 with insurance, workers' compensation, claims, and safety functions
- Collaborates with insurance specialist to determine appropriate insurance coverage for vendors by conducting an exposure analysis of RFPs and requesting additional information from the contract owner when necessary
- Participates in the insurance renewal process by attending property inspections and strategy meetings, as well as contributing to the creation of memos and reports for PGW's executives, brokers, and underwriters
- Assists Workers' Compensation Analyst by ensuring accuracy of claims documents, calculating weekly payroll deductions for approximately 40 employees on partial and total disability, and obtaining approval for the payment of wages, legal bills, and settlement awards

Frankford Hall

Philadelphia, PA

Server, Hostess

May 2014 – June 2015

- Developed complete knowledge of menus, point-of-sale system, business operations, and sales strategy
- Greeted an average of 1200 guests each day and explained the self-service nature of the restaurant
- Promoted weekly specials and events to generate interest among existing and prospective customers

Aspetuck Valley Country Club

Weston, CT

Server

August 2011 – January 2014

- Collaborated on a team of 8-10 to prepare the clubhouse for service by setting tables, updating menus, and stocking supplies
- Demonstrated thorough knowledge of cuisine, wine, and spirits available by providing detailed descriptions and making recommendations
- Recorded and managed reservations for a 120 seat dining room before and during service

COMPUTER SKILLS:

Microsoft Word, Excel, PowerPoint, and Outlook