John E. Miranda

543 One Center Blvd.
Altamonte Springs, FL
(407) 461-5851

Objective

To acquire a part or full-time administrative position in the financial services industry that will allow me to utilize the business skills developed in my prior positions.

Experience

2004–2005 Stop-Loss Services, Inc. Altamonte Springs, FL

Administrative Assistant

- Assistant to the president of the company.
- Process and review information including new submissions and post underwriting data.
- Process premium invoices and preparation of weekly and monthly premium reconciliation on all policies.
- Preliminary underwriting on Specific and Aggregate Stop-Loss insurance policies. Calculate manual rates, perform experience rating, and prepare proposals.

1999-2004 IRM, Inc. Oviedo, FL

Administrative Assistant

- Performed same duties as those at Stop-Loss Services, Inc. Same type of company and worked with same Management as SLS, Inc.

1999–2001 Target Oviedo, FL

Sales Floor Assistant / Cashier

- Customer service
- Cash Handling Experience

Education

2003–2005 University of Central Florida Orlando, FL

- Working on Bachelors Degree in Business Administration. Estimated graduation date: Fall of 2006.

1998-2002 Oviedo High School Oviedo, FL

- High School Diploma

Skills

Microsoft Office XP: Word, Excel, Powerpoint, Access, Outlook
Quickbooks
ACT