

## **Vanessa T. Shivers**

44 Windy Court  
Crawfordville, FL 32327  
(850)510-2922

### **Skills / Qualifications**

- \* 30+ years experience in Property & Casualty Insurance (Personal & Commercial Lines)
- \* Excellent knowledge of Microsoft Office Programs, Quickbooks and Adobe Acrobat
- \* Management Experience

### **Education**

Graduated Leon High School 1979

Attended Western Kentucky University (Business Administration) 1980 - 1981

### **Honors / Awards**

1992 Davis Productivity Award

### **Experience**

April 2003 - Present

#### **Cornerstone Actuarial Solutions, LLC**

Job Title: Actuarial Analyst

Job Description: Responsibilities include preparing form and rule filings and assisting with preparation of rate filings. Corresponding with Department of Insurance and clients on pending filings. Assisting with IBNR reserve computations for all lines of business. Communicate as needed with clients on data requests. Prepare bid requests and proposals and submit once reviewed. Do all office billing and maintain files of paid and outstanding invoices.

6/2001 - 4/2003

#### **Johnson Law Firm**

Job Title: Legal Secretary

Job Description: Responsibilities included managing office by ordering supplies & maintaining equipment. Kept calendars and files on pending cases. Typed letters and legal documents as needed. Did office payroll, paid bills and maintained all accounting and tax files. Answered phones and met with clients on cases as needed.

6/2000 - 6/2001

#### **Lyons & Farrar, P.A.**

Job Title: Legal Secretary

Job Description: Responsibilities included managing office by ordering supplies & maintaining equipment. Transcribed letters and legal documents from dictation equipment. Kept calendars and files on pending cases. Assisted in preparing files for trial. Answered phones and met with clients on pending cases as needed.

7/1994 - 5/2000

#### **Professional Insurance Consulting Services**

Job Title: Office Manager

Job Description: Responsibilities included managing part-time runner positions. Managed office by ordering supplies and maintaining equipment. Did office payroll, paid bills and maintained all accounting and tax files. Assisted with preparation & submission of rate, rule and form filings to the Department of Insurance. Assisted with IBNR reserve computations for all lines of business. Communicated with clients as needed on pending files and data requests.

9/1983 - 7/1994

#### **Florida Department of Insurance**

Job Title: Administrative Secretary (Bureau of Forms & Rates)

Job Description: Responsibilities included managing other secretarial positions. Met with Insurance Company representatives to research & copy competitor forms & rates. Took initiative to learn computer software programs needed to improve efficiency. Computer help liaison between Bureau and IT Department. Created & maintained database of form, rule & rate filings submitted by Insurance Companies. Made travel arrangements & filed for expense reimbursements. Answered phones and did office filing as needed.