

Han “Vivian” Mai Dao

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Objective:

Seeking an entry level position where my communication, organization, risk management, and insurance knowledge can be utilized.

Education:

Georgia State University, Robinson College of Business, Atlanta, GA
Bachelor of Business Administration, Risk Management & Insurance
Overall GPA: 3.22/4.0

Georgia Perimeter College, Lawrenceville, GA
Associate of Business Administration,
Overall GPA: 3.25/4.00

Insurance Licensed: Life, Accident, & Sickness

Relevant Courses

Life and Health Insurance, Commercial Property and Liability Insurance, Risk Modeling, Business Risk Management, Employee Benefits, Business Analysis

Work Experience:

- | | |
|-------------------|--|
| 12/2007-Present | Aetna, Alpharetta, GA <i>Co-Op</i> <ul style="list-style-type: none">• Maintain provider records for the Southeast region• Utilize communication, organization, and computer skills to support upper managements with their ongoing provider contracts• Ensure internal tracking, records, and filing for Contract Coordinator Unit (CCU) |
| 04/2005 – 04/2006 | Atlanta Journal-Constitutions, Duluth, GA <i>Office Assistant</i> <ul style="list-style-type: none">• Assisted supervisor with the recruitment process• Prepared time sheets and developed schedules for part-time employees• Processed payroll using excel and online batch system |
| 04/2004-04/2005 | World Financial Group, Norcross, GA <i>Sales Associate</i> <ul style="list-style-type: none">• Developed new strategies, sale presentations, and quotas for different types of market.• Trained new team members on many marketing and time management techniques.• Used many cold calling and prospecting techniques for selling purposes.• Presented at least three sale presentations a week to promising prospects. |