**JESSICA SWICK**

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**EDUCATION**

**Bachelor of Science in Commerce and Business Administration**, May 2023

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Major: Finance Minor: Real Estate

GPA: 4.12/4.0

**WORK EXPERIENCE**

**Bond & Specialty Insurance Underwriting Intern,** June 2022-August 2022

*Travelers Insurance***,** Birmingham, AL

* Completed management liability insurance courses
* Generated and organized business data in Microsoft Excel
* Analyzed financial statements and insurance applications
* Presented regional and national projects regarding the insurance industry

**Assistant Manager,** September 2019 – Present

*Jimmy John’s,* Tuscaloosa, AL

* Manage a staff of several employees
* Communicate effectively with others
* Responsible for projecting sales and mitigating labor costs
* Balance cash drawers, make deposits, and manage payroll

**LEADERSHIP EXPERIENCE**

**Al’s Pals Mentorship Program**, 2019 – 2021

The University of Alabama, Tuscaloosa, AL

* Served as a mentor for kindergarten through fifth grade children
* Followed a weekly outline of instructions and activities
* Lead a group of children through weekly activities, projects, and assisted the children in completing homework
* Ensured safety and well-being of the children in the program

**HONORS & ACTIVITIES**

UA Scholar Scholarship and Tutwiler Opportunity Scholarship Recipient

Student Real Estate Investment Fund (SREIF)

Culverhouse Real Estate Society

Alabama Finance Association

President’s List- 6 semesters

**VOLUNTEER SERVICE**

Al’s Pals Mentorship Program

Culverhouse Lift- Tutoring

**COMPUTER SKILLS**

Microsoft Office Suite (*Excel, PowerPoint, Outlook, Teams, Word*)

Salesforce