

# HENRY CHAN

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## Objective:

Looking for an internship position in the insurance industry that will lead to full time employment

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## Skills:

- ❖ Exceptional Planning and Organization
  - ❖ Excellent Communication and interpersonal skills
  - ❖ Dedicated to developing and maintaining positive client relationships through superior performance.
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## Education:

- ❖ Bachelor of Math for Commerce, *York University*
  - ❖ *SOA Exams underway*
  - ❖ Information Systems Diploma, *Centennial College*
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## Work Experience:

- ❖ **Office Assistant**, China Import Inc., Toronto, Ontario. 2006 - 2007
  - ❖ Worked in the office doing invoices, packaging, and sales tracking.
  - ❖ Used problem solving skills to keep customers happy.
  - ❖ Kept track of sales using spreadsheets.
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## Associations:

Actuarial Science Club

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## Computer Skills:

Microsoft Office, C++, Photoshop  
Adobe Reader, MS Visual Studio, Visual Basic, SAS, Java, R  
Windows XP/VISTA