

Alexia J. DarJean

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WORK EXPERIENCE

Family First Life

Texas

Licensed Insurance Broker, Independent Contractor

July 2021- March 2022

- Established financial procedures for clients and beneficiaries by analyzing yearly costs, performing cost-benefit analysis for policies, debt ratios, and computing fiscal responsibility after death.
- Customized insurance plans to assist beneficiaries with avoiding legal probate for estates by shifting monetary risk and engineering benefits to find solutions fitting client and family needs.
- Maintained minimal chargebacks by establishing seamless communication between clients and insurers and adjusting policy maximums as needed for all parties involved.

America's Best Contacts and Eyeglasses

Arlington, TX

Optician

March 2019- December 2019

- Increased sales revenue by brainstorming with management on optimal store presentation and flow, leading to our office achieving record sales for Q2-Q4 seasons.
- Consistently exceeded regional KPI expectations by nurturing patient relationships and informing patients on the extensive options available to satisfy their eyecare and cosmetic needs regarding frames, lenses, and contacts.
- Collaborated with ophthalmologists and optometrists by crafting customized care schedules for patients regarding ophthalmic care with disease management and progression.

University of Texas at Arlington Division of Student Success

Arlington, TX

Peer Academic Leader

Fall 2019

- Customized curriculum for a class of 22 undeclared freshman students transitioning into college by constructing lesson plans and corresponding activities that exposed them to personal responsibility and time management.
- Collaborated with professors and university faculty to nurture students' academic success by creating accountability cohorts to assist students with their core courseload and provide safe spaces for students to ask for assistance.

SKILLS

Work: RACI Charting and analysis, Stakeholder analysis, Team building and encouragement, Cost-Benefit analysis, Agile and Waterfall Methodologies, Asana, Negotiation, Deal Closure, Data analysis, Microsoft Office Suite, Google Workspace, AML Money Laundering Certification, Data Analysis

Languages: English, A1 German Proficiency

EDUCATION

University of Texas at Arlington

May 2024

Arlington, TX

Bachelor of Science in University Studies | Concentration in Business, Communications and Sociology

- **Maverick Advantage Degree Distinction**

Houston Community College

May 2024

Associate of Art

Google Project Management: Professional Certificate

June 2024