**Jane Howell**

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**Personal Details**

Date of Birth: 26/02/1966

Nationality: British

**Education and Qualifications**

Deane Grammar School, Bolton 1977 – 1982 – 8 O Levels Grade B and above

1982 – 1984 Bolton South Sixth Form College – 3 A levels in English Literature, Physics, General Studies.

**Career Summary**

**Examination Invigilator: September 2015 – present**

Examination invigilator for Bolton School Senior Boys division.

**Voluntary Sector: 2008 – present**

I have undertaken various roles on a voluntary basis whilst being a full-time mother. I have been the Chair of a school PTA, Workforce Coordinator of an elite swimming squad including management and application of the regulatory requirements of Swim Mark accreditation and poolside marshal. I have also managed our portfolio of rental properties as well as helping in a charity shop.

**Commercial Broking Manager, Anderson Ashcroft Insurance Brokers :2005 – 2008**

Independent Commercial Insurance Brokers based in Preston.

Managed a team of 5 brokers/claims handlers as well as my own portfolio of large commercial clients.

Supported the Directors in handling their most prestigious clients as well as the day to day running of the Commercial division.

Regular client meetings to discuss renewals, claims, undertake client surveys.

Ensured the department gave a professional offering whilst complying with regulatory requirements and timescales which met our customers’ demands and needs. This included checking files, putting in place systems to ensure competency of the staff and delivering a strong client focused service.

Negotiations with Insurers on behalf of our clients and arranged complex Insurance solutions for large commercial clients.

Negotiated with Insurers regarding profitability, commission, cover offerings and exclusive quotations with a commitment to professional standards whilst dealing with the insurance market.

**Commercial Broking Director, C & C Insurance Brokers: 2000-2005**

Director responsible for the Commercial and Corporate Broking Division of this brokerage based in Romiley.

Overall responsibility for the profitability, technical competence and placement of the commercial account as well as handling my own portfolio of prestigious clients.

Responsible to the Managing Director, I managed a large team of brokers and claims handlers to ensure the profitability and technical ability of the team whilst still delivering a professional service with a strong client based ethic.

I attended board meetings and undertook negotiations with Insurance companies regarding commission levels, cover, relationships.

Whilst at C&C I was Chair of the British Insurance Brokers Association, West Pennine Region in 2001 and Dinner Secretary from 1995 – 2002 arranging the annual dinner for over 600 people.

**Associate Director, Alec Finch & Co Ltd :1989-2000**

From joining Alec Finch in 1989 as a Corporate Account Handler I later became Corporate Account Executive and then Associate Director at this prestigious Manchester Broking House.

My work involved dealing my large portfolio of commercial clients directly responsible to Alec Finch, being a member of the technical committee for IBN (International Broker Network) which involved dealing with large international global insurance programmes in conjunction with our global broking partners as well as regular meetings in Europe and helping to produce a guide to international insurance covers.

I also helped design and implement systems that allowed Alec Finch & Co become one of the first brokers to obtain BS9001 accreditation.

Member of Manchester Chartered Insurance Institute Committee and an active member of the BIBA committee from 1990 - 2002.

**Commercial Construction Broker, Alexander Stenhouse UK Ltd :1986-1989**

Commercial Account Handler specialising in construction insurance. Based in Manchester.

**Commercial Underwriter, Provincial Insurance :1984-1986**

Based in Bolton underwriter for all aspects of commercial insurances.

**Skills**

I believe I offer a large range of skills that includes:

* Strong Organisational skills.
* Managerial experience.
* Ability to work accurately with minimal supervision.
* Interpersonal skills with an ability to deal with customers either face to face or via electronic means or on the telephone.
* Motivational skills- ability to organise and motivate a team.
* IT skills bespoke systems as well as word and excel.

**Interests and Activities**

* Ballet Dancing
* Golf
* Theatre
* Literature
* History

References available on request.