

JUSTICE ALEXIS

Birmingham, AL 35126 | (404) 435-5054 | Justicea94@gmail.com

Work History

Internal Audit Intern

07/2021 to Current

Protective Life Corporation – Birmingham, Alabama

- Developed understanding of company audit methodology, approach and tools while working under supervision of licensed auditors.
- Proofread audit and tax reports and year-end financial statements to verify accuracy.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Compiled general ledger entries on short schedule with 100% accuracy.

Account Administrator

04/2018 to 08/2021

Fidelity Information Services, Inc – Birmingham, AL

- Overseeing and supporting financial transaction activities.
- Processing reconciliations and make fee changes as needed.
- Updating client level data elements to ensure correct processing.
- Quality control for junior staff and peers.
- Processing data entry customer data for their retirement accounts.
- Indicative, enrollment, contribution, distribution or other necessary activity for Defined Benefits and Defined Contribution Plans.
- Tax reporting and record-keeping.
- Payment processing and trade management.
- Built and strengthened long-lasting client relationships based on accurate price quotes and customer-centric terms.

Insurance Specialist

12/2015 to 04/2018

State Farm – Birmingham, AL

- Promote/sell various insurance products to businesses and individuals to include but not limited to automobile, fire, life, property, medical & dental insurance, and specialized policies.
- Notarize and file documents.
- Proficient in insurance operating multiple systems.
- Employee training leader for operating systems and product information.
- Financial advisor to various clients.
- Review and analyze agency reports for efficiency, reductions, increases and trends.

- Deposit cash assets for firm weekly.
- Reconciliation of monthly accounts.
- Conducted interview of perspective clients for financial resource data, property and personal assessment determination for proper coverage.
- Final submission of initial contracts before forwarding to underwriting department.
- Resolution specialists for billing problems and other customer service issues.
- Maintaining customer relationships through strategic outreach marketing actions.
- Explained advantages, features and disadvantages of various policies to promote sale of plans, boosting overall sales 25%
- Followed up on denials, late payments, extensions and other special circumstances

Sales Associate

11/2014 to 04/2015

AT&T – Atlanta, GA

- Responsible for opening and closing store, cash flow management, invoicing, merchandising, product inventory management over 500 plus items.
- Directly responsible for assisting new and existing customers.
- Produce 40 plus sales to meet and exceed company and location production standards.
- Handle customer situations and make equitable decisions for clients and company.
- Solicit, coordinate, schedule, and participate in community events.
- Perform other duties as assigned by sales management.
- Participate as “team player,” constantly supporting other team members.
- Sets example of high personal and professional conduct for employees and others.
- Creating ideal customer experiences with each customer interaction.
- Multi-tasking and maneuvering multiple systems.
- Keeping up to date on courses for AT&T and learning about new products.
- Prepared merchandise for sales floor by pricing or tagging.

Education

Computer Information Systems concentration, cybersecurity

Expected in 05/2022

Miles College - Fairfield, AL

Project Management Certification Course

University of Alabama - Birmingham