

# Jane Doe

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## ACTUARIAL EXAMS

Sitting for Exam FM/2, March 2024

Passed Exam P/1, October 2023

## EDUCATION

**The State University, Columbus, MA**

*Bachelor of Actuarial Science & Minor in Economics, Expected May 2024*

## RELEVANT COURSEWORK

- Financial Mathematics for Actuaries
- Theory of Interest
- Probability and Statistics
- Worked with several professionals to complete practice tasks ranging from remaking portfolios using Eigen value decomposition, to evaluating policies
- Life Contingencies
- Foundations of Accounting
- Loss Models

## EXPERIENCE

**The State University, Department of Economics, Columbus, MA**

**October 2022 – Present**

- Lead a team that utilizes Excel to find trends in admission data, enhance design, and update databases
- Consistently support multiple administrative staff members in their daily duties
- Secretary for the Departments of Economics' main office
- Develop excel program to help assign graduate students to rooms while meeting current rules and regulations
- Analyze admissions data to find various trends, including unexpected correlation regarding math GRE scores
- Analyze the relations between graduate student expenses and success post PhD and Master's degrees
- Key database creation, maintenance, and query formation, including conditional formatting to help staff members understand the integrity of the system
- Compile reports for the economic career advisor, and created a directory of the faculty and staff
- Help coordinators assign graduate students to professors and to classes

**Dexo – Avon, MA**

**July 2022 – August 2022**

*Dietary Assistant*

- Worked with team to communicate daily changes to the Sodexo system
- Served patients and maintained a clean and sanitary kitchen and dining area that served more than 200 patients

## TECHNICAL SKILLS

Python, R, SQL, Excel, Access

Worked with macros, v-lookups, offsets, conditional formatting, conditional equations, and pivot tables

## INVOLVEMENT

**National Honor Society** – Member, September 2020 – Present

**Club** – Philanthropy Chair, May 2021 – Present

- Created and managed inaugural fundraiser and planned several volunteer events
- Develop and present volunteer events for different organizations (For example: YWCA of Columbus)
- Volunteer with Avon local schools, including serving as assistant coach to the soccer team