

# Name

Address • Phone Number • Email

## WORK EXPERIENCE

---

### Company

*Actuarial Associate*

### Place

*May 2017 – Present*

*Actuarial Intern*

*December 2015 – April 2017*

- Instrumental in increasing operational efficiency via implementation of Excel macros & formulas
- Analyze large data sets and identify problems while proactively creating solutions
- Lead and train a team of interns to assist with actuaries' valuations and calculations
- Handle client investments up to \$2M, allocating company profits into retirement investment accounts
- Solve complex investment account discrepancies and issues while adhering to daily market close deadlines

## EDUCATION

---

### College

#### AACSB Accredited

### Place

*September 2013 – May 2017*

Bachelor of Science in Business Administration; Finance

Honor Society: Order of Omega

GPA: 3.4

- *Relevant Coursework:*

CFA Prep

Financial & Economic Forecasting

Econometrics

Advanced Topics in Finance

Corporate Finance

Securities and Investments

- Computer Skills: Excel (Advanced), Factset, Eviews, Bloomberg, PowerPoint, Outlook, ASC
- Ranked #1 in the world in the Business Strategy Simulation contest
- Completed Bloomberg Certification Program

## LEADERSHIP

---

### Interfraternity Council

*President*

- Managed an annual budget of \$2,000 and a raised revenue account of \$8,000
- Oversaw the operations of nine campus fraternities serving over 200 students
- Created presentations for meetings with college officials and student organizations to improve relations

### Fraternity

*President*

- Created and managed an annual budget over \$20,000
- Coordinated the operations of a fraternal organization consisting of 32 members

### Finance Club

*Vice-President*

- Assisted in the management of a \$50,000 grant funded portfolio
- Organized networking events for financial professionals and business students
- Instrumental in creating a trading simulation where students managed a virtual \$100,000 portfolio

### Investment Club

*Member*

- Presented and listened to stock pitches on a weekly basis
- Analyzed and evaluated companies based on financial statements and stock charts