

# Firstname Lastname

Phone • Address Part 1 • Address Part 2 • email

## ACTUARIAL EXAMS

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P/1	Passed	Sept. 2019
FM/2	Passed	June 2019

## EDUCATION

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**University of College**, City, State Anticipated Graduation: May 2020  
Major: Mathematics B.A.  
Minors: Spanish, Business  
GPA: 3.92  
Member, University Honors Program

## EXPERIENCE

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**Math Program**, University of College Aug. 2018 - Present  
Desk Assistant/Supervisor

- Maintain Excel workbook to store over 500 students' grades and upload to school grade systems
- Manage program's daily email correspondence and employee scheduling

Class Assistant/Tutor

- Co-instruct college algebra courses meeting for three hours a week over two semesters
- Tutor hundreds of students in one-on-one setting, tailoring each session to unique learning style
- Develop exercises and activities to engage students in the classroom and illustrate course topics

**Grocery Store Inc.**

Floral Clerk Oct. 2013 - Aug. 2018

- Utilized company computer system to receive and process floral shipments and orders
- Designed and crafted products for a variety of events, ensuring all met strict standards

## SKILLS

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- Intermediate knowledge of Microsoft Excel, currently enrolled in advanced Excel class
- Coursework using R and RStudio in regression and time series analysis contexts
- Proficient in written and verbal Spanish
- Advanced knowledge of Microsoft Word and PowerPoint
- Currently completing online course in Excel VBA and macros

## PROJECTS

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**Time Series Modeling** Spring 2019

- Used data from 41 years of observation to develop a suitable ARIMA model for predicting the arctic sea ice extent in the month of April

**Applied Linear Regression** Fall 2018

- Analyzed 2000+ songs' Spotify audio features in RStudio to build a linear model for predicting the average volume of a given song, based on its other characteristics

## HONORS & AWARDS

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Mathematics Scholarship A	2019
University of College Dean's List	Fall 2016 - Spring 2019
Mathematics Scholarship B	2017
Other Scholarship	2016