

## Amy Actuary

21 Odd Street SW Calgary, AB T3E 3V6

403-555-4444

[School]

## EDUCATION

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### Society of Actuaries/Casualty Actuarial Society

Year-Present

- Completed SOA/CAS Exam P/1 Month, Year
- Completed SOA/CAS Exam FM/2 Month, Year
- Writing SOA/CAS Exam MFE/3F in Month, Year

### Bachelor of Science, Actuarial Science and Pure Mathematics

Month/Year

University of Calgary

- 3.93/4.00 GPA

### Relevant Courses

- Applied Regression Analysis
- Principles of Corporate Finance
- Mathematical Probability
- Credibility Theory and Loss Distributions
- Life Contingencies

### Awards

- University of Calgary's Senate Bursary which acknowledges academic merit and financial need Year
- Jason Lang memorial scholarship for academic merit Year, Year

## PERSONAL SKILLS

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- **Organizational and time management:** developed and maintained by taking a full course load, working part-time, and studying for SOA exams
- **Mathematical and analytical:** acquired and solidified through course work in pure mathematics and proven with 3.93/4.00 university GPA
- **Oral communication:** used while tutoring to ensure subject matter is clearly understood as well as maintained during weekly Toastmasters group meetings
- **Reliable and hardworking:** acquired through past work experience in construction and mining where work days ranged from 8 to 15 hours

## COMPUTER SKILLS

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- Familiar with statistical programs such as S-Plus, R, and MINITAB
- Acquired intermediate programming experience through course work in Python
- Developed knowledge of Microsoft Word and Excel through course work
- Currently acquiring knowledge in FTP and TELNET applications, as well learning basic commands and procedures in UNIX and LINUX

## WORK EXPERIENCE

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### High School Mathematics Tutor

Month/Year-Present

Aggregate Learning Centre

- Tutoring and teaching mathematics to a class of two to five students
- Find creative ways to explain complex topics in an understandable manner
- Utilize patience in various situations while explaining difficult topics such as solving systems of linear equations

**Custom Home Builder****Summers Year, Year**

Calculus Construction Inc

- Managed large and small jobs with little or no supervision such as home siding projects
- Maintained high standards when building to uphold Calculus' image as a quality construction company

**Equipment Operator****Summer Year**

Algebra Mining Division Ltd.

- Displayed commitment and dedication while working consecutive 12 to 15 hour days to ensure company projects were completed on scheduled dates and deadlines
- Developed listening skills which ensured tasks were completed accurately with little or no supervision

**Custom Log Home Builder****Summers Year-Year**

Blackjack Construction Ltd.

- Collaborated with a team of three to five carpenters to build million dollar custom log homes
- Acquired and used practical problem solving skills in fast paced and high stress situations such as when heavy equipment was being used
- Enhanced leadership and motivational skills while working in teams to ensure projects ran smoothly and on schedule

**Interests/Hobbies**

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- **Basketball:** played in University intramural and Calgary city leagues as well as coached a grade eight boys team in Invermere, B.C. during 2005-2006 season
- **Public Speaking:** current member of Toastmasters Calgary Morning Club and working to obtain Competent Communicator and Competent Leadership certificates
- **Carpentry:** worked past summers as carpenter and laborer and acquired vast knowledge of many aspects of building from framing to finishing