Emily J. Smith
ES123456@wcupa.edu • 610-123-4567

EDUCATION

West Chester University of Pennsylvania, West Chester, PA
Bachelor of Science: Mathematics, Actuarial Science concentration, May 2020
Cumulative GPA – 3.71

ACTUARIAL EXAMS

Exam P/Probability Exam Fall 2018
Sitting for FM/2, Financial Mathematics Fall 2019

RELEVANT WORK EXPERIENCE

Lincoln Financial Group, Philadelphia, PA
Actuarial Development Program Intern, June 2018 – August 2018
- Provided assignments and completed projects in financial reporting, ratemaking, reinsurance, research, reserving, and underwriting.
- Performed actuarial tasks of a mathematical nature
- Compiled and categorized data
- Documented and verified the factors used in computations
- Prepared rate filings, schedules of statistics, and financial statements
- Assisted in the determination of premiums, benefits, and pricing levels
- Gained knowledge about company operations, systems, and actuarial methodologies

LEADERSHIP/ACTIVITIES

Actuary Society of West Chester University
President, September 2018 – present; Member, August 2017 – present
- Work with Executive team to create club strategic plan and allocate finances for a balanced budget
- Assist with the organization monthly guest speakers, featuring professionals from regional companies in the insurance and actuarial field

Office of Admissions, West Chester University
Admissions Ambassador, April 2017 – December 2018
- Led tours for prospective students, families, and guests to encourage attendance at WCU
- Worked in teams of 5 to 20 students to help with four special outreach events, for Accepted and Admitted students and their families

SKILLS

MS Excel Skills: Completed projects utilizing pivot tables and graph analysis in multiple class assignments
HTML: Created website using HTML code for class project

WORK EXPERIENCE

Oak Park Community Recreation Center, Springfield, PA
Lifeguard and Swim Instructor, Summers 2016 – 2019

Montgomery Day Camp, Glenside, PA
Swim Instructor/Lifeguard, July 2014 – August 2017