

TALIA WASHINGTON

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Objective

To obtain an actuarial position at UnitedHealth Group utilizing strong analytical, organization, and communication skills

Education

Bachelor of Arts, Mathematics-Actuarial Science May 20XX
University of Connecticut; GPA: ###/4.00 Storrs, CT

Associate in Science in Liberal Arts and Sciences May 20XX
Manchester Community College Manchester, CT

Sequence: Mathematics; GPA: ###/4.00

Actuarial Examinations/VEE

Passed: P/1 (April 20XX) and FM/2 (September 20XX)

Scheduled: MFE/3F (February 20XX) and C/4 (May 20XX)

Completed: VEE coursework in Economics, Corporate Finance, Applied Statistics

Computer Skills

Microsoft Excel, Access, Word, PowerPoint, VBA, SQL, SPSS, SAS

Actuarial Experience

Goldenson Center for Actuarial Research, University of Connecticut Storrs, CT
Student Research Assistant September 20XX-Present

- Gather vital financial information on the insurance industry and on repealed tax laws to further knowledge to be applied in real life situations
- Collaborate with faculty and actuarial professionals in analyzing data and creating theses for research focus

Travelers Saint Paul, MN
Actuarial Intern May 20XX-August 20XX

- Analyzed emerging experience, monitored marketplace and economic trends, and reviewed implications
- Supported and supervised month-end, quarter-end, and annual financial reporting efforts
- Recommended and developed updated price and valuation tools which saved department 5% in costs
- Prepared state filings, financial reports, and tax returns under strict deadlines; consistently submitted documents well before deadlines
- Participated with underwriting, compliance, and customer care teams on projects and reports, to ensure understanding of all policies and laws

Honors/Activities

Gamma Iota Sigma (actuarial science fraternity), University of Connecticut Storrs, CT
Member February 20XX-Present

- Network with key local and national professionals in the actuarial science field
- Participate in company site visits two times per year in order to increase understanding of the profession

Golden Key International Honor Society, University of Connecticut Storrs, CT
Member April 20XX-Present

Women in Math, Science, and Engineering, University of Connecticut Storrs, CT
Member September 20XX-Present

Undergraduate Student Government Association, Manchester Community College Manchester, CT
President May 20XX-April 20XX

(OVER FOR PHARMACY SAMPLE)

Pharmacy - Revised Aug. 2015

The format of this résumé can be used for any major/field

Mark T Frayberg

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Objective:

A Pharmacy summer internship at a retail pharmacy, offering exceptional customer service, organizational ability and a demonstrated understanding of the community pharmacy practice

Education:

University of Connecticut, Storrs, CT

Doctor of Pharmacy, Anticipated May 20xx

Bachelor of Science, Pharmacy Studies, May 20xx

Licensure and Certifications:

Connecticut State Board of Pharmacy; *Intern License*, Expiration Date: September 20xx

Pharmacy Technician Certification Board; *Pharmacy Technician Certification*, Expiration Date: August 20xx

Skills:

Computer: Excel, Word; Pre-Scribe Software

Language: Conversational Spanish

Pharmacy Experience:

Walgreens, Willimantic, CT

Pharmacy Intern, December 20xx – August 20xx

- Interpreted prescription orders and communicated with doctors' offices about patient prescription histories, recognizing potential drug interactions
- Counseled and reassured customers regarding medically related concerns and complex billing practices
- Compounded, measured, counted, and properly labeled prescriptions orders efficiently and accurately
- Entered patient data into computer systems and interacted with insurance companies to ensure correct prescription and billing records
- Tracked costs and profits via Excel spreadsheets and store software; submitted information to management for quarterly review

CVS Pharmacy, Storrs Mansfield, CT and Newark, NJ

Pharmacy Technician, September 20xx – December 20xx

- Retrieved prescription orders and completed retail sales with new and returning customers
- Interpreted prescriptions received via fax and telephone and clarified as needed
- Addressed customers concerns in reference to insurance information and billing

Home City Hospital, Newark, NJ

Pharmacy Volunteer, June 20xx – August 20xx

- Responded to phone inquiries, filled floor stock, checked expiration dates, and organized medication which allowed full-time staff to address customer concerns
- Shadowed medical professionals, including staff pharmacists

Additional Work Experience:

Center for Students with Disabilities, UConn, Storrs, CT

Note Taker, August 20xx – May 20xx

- Typed and uploaded notes for organic chemistry in a system accessible to registered students

Private Family, Newark, NJ

Nanny, June 20xx – August 20xx (summers and weekends)

Volunteerism:

UConn Brooklyn Collaborative, Brooklyn, CT

Tutor, September 20xx – Present

- Instruct four inmates on basic math and science strategies as prisoners work toward earning a GED

No Freeze Shelter, Local Communities, CT

Volunteer, September 20xx– May 20xx

(OVER FOR ACTUARIAL SCIENCE SAMPLE)