

Sample Resume used to apply for an actuarial sciences role at Sun Life

FirstName LastName

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Education

Ivey Business School, London, ON

Expected Graduation 2XXX

Honors Business Administration

- First place in Ivey 2XXX Kick-Off Case Competition

Western University, London, ON

2XXX – 2XXX

Honors Specialization in Actuarial Science

- Western Scholar and Dean's Honor List
- Michael Bean Society of Actuaries' Undergraduate Scholarship and Morneau Shepell Scholarship

Society of Actuaries Exams

- Exam MLC – Models for Life Contingencies Intend to Write May 2XXX
- Exam MFE – Models for Financial Economics (Score of 9/10) Completed Jul 2XXX
- Exam P – Probability (Score of 10/10) Completed Jul 2XXX
- Exam FM – Financial Mathematics (Score of 9/10) Completed Jun 2XXX

Work Experience

Manulife Financial, Toronto, ON

Summer 2XXX

Financial Risk Actuarial Intern, Group Risk Management

- Performed statistical analysis on Excel to project the Economic Capital and Earnings at Risk requirements for quarterly and annual assessments, ensuring each department has adequate reserves to meet their payout obligation
- Developed reporting documents, enhanced the accuracy and efficiency of the quarter-end auditing process by introducing an electronic signature tool
- Extracted data from Bloomberg, Global Financial Data and Barclays Live; generated stochastic scenarios using MATLAB and Blender for pricing, capital, and reserves requirement calculation purposes
- Built an Excel tool to check risk factors, ensuring the risk model produced accurate data for senior management

The Student Success Centre, Western University, London, ON

2XXX – 2XXX

Career Profile Advisor (CPA), VP Internal

- Provided students with constructive feedback on their resumes and cover letters to develop professional documents, resulted in students successfully securing work and school placements
- Planned events for the student body, including resume, cover letter, and interview workshops to help students develop their personal portfolio
- Led CPA training session by teaching the fundamental skills of profile writing and customer service; facilitated mock scenarios to ensure CPAs were equipped with the appropriate techniques to advise clients' profiles
- Advised the integration and subsequently implemented an online survey system assessing CPA performance in an effort to enforce a higher quality of service

Department of Statistical and Actuarial Sciences, Western University, London, ON

Summer 2XXX

Sports Analytics Research Assistant

- Developed Excel models on home advantage, outcome prediction, and hockey's "empty net" strategy to research and analyze sports data, which assisted the development of Dr. Matt Davison's new sports analytics course
- Wrote informational articles to explain the simulation models, providing students with a better understanding in sports analytics concepts for Dr. Davison's course

Extra-Curricular Activities

Science Students' Council, Western University, London, ON

2XXX – 2XXX

Services Commissioner

- Implemented a computerized check-out system for the lab coat and goggles rental services, which solved the problem of equipment loss, improving cash and inventory management
- Restructured the locker rental sign-up procedure from a manual to an online process, providing easier access to students and a more efficient revenue tracking system for the council
- Implemented new quiet study rooms to solve the shortage of study space during exam seasons by booking rooms in different buildings on campus, advertised the new service through social media to gain awareness