



2021 Fall Resume Workshop

Presented by UCSB Actuarial Association



Let's take
a quick
look at...

(Email, Phone, Address, LinkedIn, etc)

EDUCATION

Sept 2018 – Present Expected Graduation: Dec 2022
Bachelor/Master Combined Program, Actuarial Science University of California, Santa Barbara GPA: 3.8

WORK EXPERIENCE

Jun 2021 - Sep 2021
P&C Actuarial Intern, Nationwide Pet Insurance Pricing Team
Competitor rate analysis and automated exhibit generation using Excel and VBA.
Tweedie GLM loss modeling with external data.
Relativity bias identification.
Filing and objection handling.

LEADERSHIP / HONORS

Jun 2021 - Present
President, Chair of Executive Board, UCSB Actuarial Association
Jun 2019 - Jun 2021
Director of Technology, UCSB Actuarial Association
Sep 2018 - Jun 2019
Member of the Year, UCSB Actuarial Association

ACTUARIAL EXAMS / VEE

Exam P: Passed July 2019 **Exam FM:** Passed Feb 2020 Exam IFM: Sitting Mar 2022
Economics VEE - Completed Mathematical Statistics VEE - Completed Accounting & Finance VEE - Winter 2022

PROJECT / RESEARCH EXPERIENCES

Oct 2020 - Apr 2021, **Masters Research in Actuarial Science**
High limits municipality liability insurance pricing project, sponsored by PRISM.
Evaluate claim experience by size of loss (layer), produce new distributions for pricing purposes.
3-member project team, results presented to sponsor.

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Study relationship between length of stay in acute care facilities and recovery result (by disability rating) of traumatic brain injury patients. Perform quadratic regression analysis on open source data.
Results presented to supervisor, fellow actuarial consultant and researchers.

Jan 2020, **UCLA Bruin Actuarial Society Case Study**
Renewal pricing case for dental insurance, renewal probability prediction, revenue-profit trade off analysis.
Worked in 4-member project team. Responsible for: pricing strategy designing, excel program coding, report drafting.

May 2019, **3rd California Actuarial Student Summit Case Study**
P&C loss ratio and reserve case, calculating and analyzing loss ratio, applying loss development factor.

Jan 2019, **UCLA Bruin Actuarial Society Case Study**
P&C auto insurance case, construct linear regression model, rate factor interpretation and adjustment.

COMPUTER SKILLS

◆ R (most practiced), Python, SQL (most practiced), SAS ◆ Microsoft Tools (Excel, VBA, Word, PowerPoint)

COMPLETED COURSE WORK

◆ Probability and Statistics, Stochastic Process
◆ Python, R, SQL, C++, SAS
◆ Statistical Machine Learning
◆ Regression Analysis, Survival Analysis, Time Series
◆ Long Term Actuarial Methods
◆ Short Term Actuarial Methods and Actuarial Concepts

ACTIVITIES / HOBBIES / LANGUAGES

◆ Volunteer: ◆ Bowling. ◆ Chinese Mandarin
ASAP Cat Shelter, Choir / Vocal music, (Native),
Salvation Army Harmonica, English (Proficient)
◆ Mission Trip: Ukulele Spanish (Entry
Dominican Republic level),
German (Entry level)



Agenda

1. Getting Started on your resume!
2. What you should do in your resume
3. What you should not do in your resume
4. Sample Resumes
5. Resume Critique
6. How to submit your resume
7. Q&A

*This resume workshop will focus on job/internship application ONLY. It will not apply to graduate school application.



Getting Started on your resume!

- Research the company and the position you are applying
- Make a list of your jobs/internships, school projects, achievements/awards, volunteering and educational experiences, etc. **that are related to the position (Do not overload)**
- Select a clean, organized format (E.g. choose the proper font and size)
- Put your contact information including email, phone number, LinkedIn (if possible), and your expected graduation date on the top
- After completing the previous steps, you are ready to build the body of your resume!



What you should do in your resume

- It is recommended (not mandatory) to write a summary at the beginning introducing your career objectives along with the top academic accomplishments and skills you own
- Mark your sections for a better reading experience
- Put your work history in a proper order
- Describe your duties of working experiences specifically and concisely (with no more than 4 bullet points each)
- Always proofread



What you should NOT do in your resume

- Leave out your GPA
- Put unreal information
- List skills without giving specifics (E.g. plainly says “Excel, R, Python” without further explanation)
- Put a bunch of your high school and middle school awards or achievements
- Exceed 1 page (in most circumstances but no more than 2 pages)



Sample Resumes

Arthur A. Science

123 Abrego Rd, Isla Vista, California 93117
Tel: (805) 866-7885 email: ascience@uail.ucsb.edu

EDUCATION

University of California Santa Barbara,
Bachelor of Science in Actuarial Science, GPA 3.8/4.0
Graduation Date: June 2019

ACTUARIAL EXAMS/VEE

Exam P: Sitting in March 2018
Satisfied VEE Area Requirement in Economics

WORK EXPERIENCE

McConnell's Ice Cream, Santa Barbara, CA September 2016- May 2017

- Served customers and answered customer's questions about the ice cream.
- Performed cleaning duties to sanitize the ice cream bins and the store.
- Closed the store on nights the manager was not there.

Pay Junction, Santa Barbara, June 2017-September 2017

- Answered 40 - 70 calls a day of people applying for a credit card by phone.
- Communicated with customers who were ordering products by answering
- Questions and handling concerns.

UCSB Summer Transitions, June 2017-present

- Administer campus tours to high school seniors visiting the campus.
- File folders in the records department.
- Work with administrative computer programs to organize records of student applications

RELEVANT COURSEWORK

- Calculus, Linear Algebra, Differential Equations, Transition to Higher Math
- Intro to Computer Science, Problem Solving with Computers
- Principles of Economics-Micro and Macro

COMPUTER EXPERIENCE

- Computer Languages/Packages: Python, C++.
- Microsoft Excel, Microsoft Word, Microsoft PowerPoint.

AWARDS/LEADERSHIP

- UCSB Honors student
- UCSB Actuarial Association: Member, October 2016-present

ACTIVITIES/HOBBIES/LANGUAGES

- Hobbies: Enjoy hiking, cooking, playing violin.
- English (fluent), Spanish (intermediate), and Japanese (basic)

Sarah Anderson

Keep resume to one page only. Use different fonts and sizes if you need to get it to one page. Format of resume may be changed to your liking.
Remember that the information presented on your resume needs to be relevant.

Sarah Anderson

Include your class descriptions. This is only a sample and may not apply to you.

Sarah Anderson

You do not need to claim to be an expert, only to have experience. Do not be shy!
Sometimes CS courses include a project. This is the place to enter this information.
Include JAVA if you took AP in ~~Computer~~

EDUCATION

University of California Santa Barbara,

Bachelor of Science in Actuarial Science, GPA 3.8/4.0

Graduation Date: June 2018

ACTUARIAL EXAMS/VEE

Exam P: Pass May 2016

Exam FM: Pass May 2017

Exam C: Sitting November 2017

VEE Applied Statistics: in progress

VEE Economics: satisfied

VEE Corporate Finance: satisfied

ACTUARIAL WORK EXPERIENCE

Towers Watson, Pension and Funding Valuation

Actuarial Intern June 2017 – August 2017

- For a “mock” client and later for a “real-world” client, reviewed benefit statements, performed benefit calculations, produced Expense Valuation report and Funding Valuation report.
- Worked alongside consultants and analysts on project teams, analyzing data, running valuation reports, processing cost components, filing government forms, and creating final documents given to clients.
- Performed research and created multiple presentations presented to clients by consultants.

COMPUTER SKILLS/DATA ANALYSIS PROJECTS/RESEARCH EXPERIENCE

- Computer Languages/Packages: Python, C++, SAS, and R. Experience with Microsoft Excel, Microsoft Word, Microsoft PowerPoint.
- Time Series Class project (individual): Analysis of 10 years of airline sales data and prediction of future sales using seasonal ARIMA methodology. Software: R.
- Research Project class (graduate level): Predictive Modeling in Healthcare Using Regression Techniques (team project). Using data from an insurance provider investigated healthcare expenditures and applied variable selection to produce models for predicting the cost that insurers will spend on covered members. Statistical techniques such as data transformation, linear regression, and least angle regression were used to develop the models. Software: R.

RELEVANT COURSE WORK

- Calculus, Linear Algebra, Differential Equations, Transition to Higher Math (2yrs)
- One year of calculus-based Probability and Mathematical Statistics
- Applied Statistics: Times Series (VEE), Regression Analysis (VEE), SAS, Data Mining
- Applied Stochastic Processes
- Actuarial and Finance: Math Finance, Fixed Income Markets, Actuarial Statistics, Risk Theory
- Economics: Micro and Macro (VEE), Financial Management (VEE)
- Computer Science: two programming courses
- Business and Administrative Writing. Coursework includes a team project to create a business plan for an actuarial software company start-up.

AWARDS/LEADERSHIP

- UCSB Honors student
- Alpha Phi Omega Leadership Award 2014-2017
- UCSB Actuarial Association: Member, October 2014-present; Treasurer, May 2017-present
- President of Alpha Phi Omega - Community Service Organization 2015– 2017

ACTIVITIES/HOBBIES/LANGUAGES

- Enjoy hiking, swimming, board games.
- English (fluent), Spanish (intermediate), and Japanese (basic)

Sarah Anderson

Keep resume to one page only. Use different fonts and sizes if you need to get it to one page. Format of resume may be changed to your liking.
Remember that the information presented on your resume needs to be relevant.

Sarah Anderson

You do not need to claim to be an expert, only to have experience. Do not be shy!
For project, include what you did in the project: goals and methodology.
Classes with projects: some CS classes, PSTAT 126, 127, 174, 131, 175, 105, possibly others.
Writing 107B

Sarah Anderson

Include YOUR class descriptions, this is only a sample.

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ACTIVITIES / HOBBIES / LANGUAGES

- ◆ Volunteer: ASAP Cat Shelter, Salvation Army
- ◆ Bowling, Chair / Vocal music, Harmonica, Ukulele
- ◆ Chinese Mandarin (Native), English (Proficient), Spanish (Entry level), German (Entry level)
- ◆ Mission Trip: Dominican Republic

Resume Critique

- Get your resume reviewed and edited by our experienced doctor Raya Feldman and professor Janet Duncan from Sep.28 to Sep.30
- Dr. Raya Feldman: Tuesday/Thursday 3 to 5 pm
- Professor Janet Duncan: Tuesday/Wednesday 7 to 9 pm
- You **must be a member** to participate in this event so if you would like to have your resume reviewed please Venmo \$30 to



venmo

- UCSB Official website link:
- <https://actuaryclub.pstat.ucsb.edu/2021-res-rev/>
- Signup link:
- <https://calendar.google.com/calendar/selfsched?sstoken=UUtnMDZWU2drWWRufGRIZmF1bHR8YTlZdTdIZWFiMWYxNmY4NDRhNDIyZTBkOGRjNGFhMDU>
- A confirmation email will be sent out soon!



How to Submit your Resume for Career Fair

2021 Virtual Career Fair Website:

<https://actuaryclub.pstat.ucsb.edu/actfair2021/>

Student Information → Resume Submission

[Resume Submission Form](#)

Your resume has to be:

1. ONE PAGE ONLY
2. PDF
3. Lastname.firstname.resume.pdf

OR it will NOT be accepted!

Important Deadline:

Resume submission ends:

Sun October 3, 17:00

PDT

Special Note: per request of Pacific Life, only resumes submitted prior to Wed Sep 29th, 9 PM will be delivered to their recruiters.

Late Submission will NOT be accepted

How to contact us

Join us: →

Facebook Group: UCSB Actuary Club

Instagram: ucsbaa

Wechat: UCSB Actuarial Association


2021 Career Fair Website: <https://actuaryclub.pstat.ucsb.edu/actfair2021/>

UCSB Actuarial Association website: <https://actuaryclub.pstat.ucsb.edu/>

Submitting Information and Payment by Venmo

Venmo is a mobile payment service that we use to collect membership fee. To access Venmo, you can get Venmo mobile app from [Apple Store](#) or [Google Play Store](#).

Once registered and signed-in to Venmo, scan this QR code to make membership payment to Thomas Aleksak (@Thomas-Aleksak):



venmo

Please make sure that you're looking at the correct account before you submit any payment! If you're having difficulty identifying our Venmo account, or need any assistance with the Venmo app, contact our Treasurer Thomas Aleksak via taleksak@ucsb.edu for support.

In the "What's it for?" section, enter your first and last name, your perm number, and your [ucsb.edu](#) email address.

Submit your annual membership payment of \$30 (or \$15 for quarterly membership, \$10 for annual alumni membership) to our Venmo account.

Once the payment is complete, you're all done!





Question?