
ACTUARIAL ASSISTANT RESUME

Objective:

Seeking a position as Actuarial Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Huge experience working with group risk products
 - Profound knowledge of insurance principles
 - Strong PC and programming skills in facilitating report productions
 - Proficient in MS Access, Excel and SQL
 - Good attention to detail and excellent analytical skills
 - Self motivated and self managed attitude
 - Ability to handle phone calls, email and fax
 - Ability to handle administrative functions and complete projects
-

Work Experience:

Actuarial Assistant
Cloud Productions, Charleston, SC
August 2005 to till date

- Calculated actuarial reserves and related liabilities on a monthly basis.
- Ensured annual statement reserve filings were fully and accurately completed.
- Prepared analysis of the mortality experience.
- Assisted in the compilation of data for our auditors.
- Ensured auditors about the products and the approaches.

Actuarial Assistant
AP Productions, Charleston, SC
May 2000 to July 2005

- Provided support to actuaries and others by performing analysis.
 - Assisted with applying actuarial theories, techniques, and procedures.
 - Provided technical assistance and information to other departments.
 - Assisted in the creation and maintenance of computer software and data.
-

Education:

Bachelor's Degree in Math, Statistics, Actuarial Science
University of Florida, Gainesville, FL

[Build your Resume Now](#)