**Sample Actuarial Entry Level Resume**

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**Career Objective:**

Being a qualified individual with a passion to work in the actuary profession, I would like to commence my career with an organization that helps me put my knowledge and experience into practice and allow me to excel on the professional front.

**Summary of Skills:**

* Proficient in a wide range of tools and applications commonly used by actuaries
* Skilled in handling multiple tasks with equal attention
* Ability to handle stressful situations and work under deadlines with confidence and patience
* Excellent communication, conflict resolution, coordination, analytical, and resource management skills
* Passionate to learn and update my knowledge and skills while I work to enhance my productivity and contribute extra efforts for the achievement of organizational goals

**Work Experience:**

Actuary Intern  
Marvel Group, Swartz Creek, MI  
March 2016 - Present

* Assisting in planning and implementing unit projects and initiatives
* Supporting in resolving day-to-day operational problems
* Undertaking and participating in projects and programs for developing professional skills
* Designing, testing, and administering insurance policies, investments, and pension plans
* Explaining findings and proposals to company staff
* Gathering and completing statistical data

Actuary Intern  
ABC Company, Swartz Creek, MI  
August 2015 - February 2016

* Assisted in developing long-term insurance and health care plans
* Calculated the overall cost and monthly premiums for insurance policies
* Contributed in developing annuity and analyzing risk factors
* Designed, tested, and evaluated pension plans
* Prepared charts, tables, and reports

**Education:**

* Bachelor's Degree in Insurance  
  ABC University, Swartz Creek, MI  
  2015

**Reference:**

On request.