

# Stephanie Quinn

squinn@gmail.com

777-888-9999

**CAMPUS:**

PO Box 8999  
Oakland, CA 94613

**PERMANENT:**

5555 Armanda Street  
Chula Vista, CA 92444

**SKILLS SUMMARY:**

- Completed Actuarial Internship with Liberty Mutual Insurance.
- Graduated Magna Cum Laude with BS in Mathematics.
- Granted opportunity to take coursework at U.C. Berkeley (UCB) due to outstanding academic performance
- Proficient with MS Office, Windows XP, SAS, C++

A Skills Summary highlights key accomplishments and qualifications that could be relevant to the position for which you are applying

**EDUCATION:**

**Bachelor of Science in Mathematics**, May 2008  
Mills College, Oakland, CA

*Relevant Coursework:*

- Complex Analysis
- Flipping Coins and Other Fun Problems in Probability Theory (UCB)
- Probability and Statistics
- Probability Theory (UCB)
- Statistical Analysis

**RELEVANT EXPERIENCE:**

**Actuarial Intern**

Liberty Mutual Insurance, Concord, CA

Sept 2007 to Dec 2007

- Collaborated with actuarial interns in preparing rate level indications and analyzing liabilities of prospective companies
- Assisted actuaries in developing an effective proposal for implementing a new driver classification plan
- Prepared reports and studies for various companies gaining extensive experience in developing probability tables

The combo resume format allows you to bring the most relevant info to the top of your resume by categorizing your experiences

**TEACHING/TUTORING EXPERIENCE:**

**Mathematics Tutor**

Aug 2006 to May 2008

Center for Academic Excellence, Mills College, Oakland, CA

- Served as math tutor for Introductory and Remedial Mathematics courses.
- Developed “Math FAQ – Frequently Asked Questions” handout for students
- Taught students strategies to approach a specific math problem
- Worked closely with tutor coordinator and advisers regarding student’s progress and academic needs

**Teacher’s Assistant**

Sept 2006 to Dec 2006

Mathematics Department, Mills College, Oakland, CA

- Worked directly with professor in creating weekly curriculum for upper-division math course
- Facilitated post-exam discussions to assist students in understanding difficult math problems
- Provided one-on-one assistance to students