

Arthur A. Science

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EDUCATION

Robert Morris University, Moon Township, PA 15108
Bachelor of Science in Actuarial Science, May 2011
GPA: 3.81/4.0

ACTUARIAL EXAMS

- Exam P, Sitting May 2009

WORK EXPERIENCE

Connie's Ice Cream Erie, PA May 2006-November 2006

- 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.

West Corporation Erie, PA Summer 2007

- 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.

RMU Admissions Office Moon Township, PA September 2007-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 I
- Intro Decision Support Systems
- Micro Economics

COMPUTER SKILLS

- Microsoft Excel
- Microsoft Access
- Microsoft Word
- Microsoft PowerPoint

ACTIVITIES

- Member of the Actuarial Science Club, 2008
- National Society of Collegiate Scholars, 2008-Present