MAINOO, Amanda S.   Curriculum Vitae
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Objective: Aspiring Actuarial Professional

To obtain experience in the Insurance industry field through real-world practices in the Mathematical programming.
To gain knowledge via experience and apply in projects.
Use my strong work ethic to increase revenue of a business, respect to encourage group work, adaptability to promote personal improvement and willingness tin expanding skill set.

Education:

Washington State University, Pullman   Pullman, WA | 2018 – 2023
Bachelor of Science in Mathematics
Major: Mathematics (with a degree option in Actuarial Science)
Minor: Economics (with a degree option in science.)

Relevant Coursework:
- Advanced calculus
- Business Communication
- Corporate Finance
- Economics Models
- Foundations of Accounting
- Life Contingencies
- Linear Algebra
- Probability of Statistics
- Theory of Interests

Techniques Expertise

Microsoft:	Word, Excel, PowerPoint
Programming languages:	LaTeX, MATLAB, Python, C++, R-code
Markup languages:	HTML
Operating Environment:	Respective software programs
Business Tools:	Internet Applications, Presentation, Spreadsheets, Statistical Analysis Software, Word processing

Limited proficiency in MATLAB
Keen interest in becoming proficient in R-code.

Language:

Limited proficiency in French (verbal and written)

Professional Experience:

IT Consultant   Pullman, WA | 2020 – 2023
Washington State University | English Department
Pullman, Washington
- Under direct supervision, structured and executed elaborate projects.
- Trained new co-workers regarding lab procedures for the benefit of all.
- Maintained an attitude that promotes an environment of professionalism, confidentiality, and safety.
- Offered premium solutions to lab users in a fast-paced environment.
- Bridged boundaries during cross-cultural communication.

- Maintained knowledge on current college news (programs, policies, resources) to aid users accurately.
- Contributed to the effective operation of the English lab through all activities including computer functions and coordinating responses appropriately.
- Rendered assistance to two simultaneous lectures.

Research and Communication Intern   Pullman, WA | 2020
Washington State University | Office of International Programs
Pullman, Washington
- Counted as 3 academic credits.
- Provided effective cross-cultural communication (verbal and non-verbal).
- Responsible for planning and executing programs to encourage group programs.
- Researching data and building group projects which included exercises.
- Presented and discuss research on assigned topics.
- Under direct supervision of a leads, organised events to practice cross-cultural awareness.
- Encouraged group attitudes that promotes a respectful environment for all.
- Brainstormed with teams to find and implement strategies to benefit struggling students.
- Member of a search committee for hiring new interns to join our fast-growing team.

Acquired skills:

Manoeuvring through Microsoft: Word, Excel, PowerPoint.
Translating technical language to conversational language.
Light editing such as adobe.
Critical thinking.
Group collaboration.
Willingness to learn and ask questions.
Effective communication and willingness to accept criticism.
Time management.

Core Competency

- Conceptual thinking
- Customer service
- Developing others

- Effective communication
- Innovation
- Organisation competency

- Problem solving
- Risk Management
- Tracking details

Certification and Projects

Washington State University, ALD Most Prepared student   2023

References:

Available upon request.