

Arthur Zhang

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Professional Summary

Highly motivated actuarial student with strong foundations in quantitative analysis, problem-solving and structured thinking. Experienced in process optimisation in the general insurance industry and eager to contribute analytical skills and extensive knowledge.

Professional Experience

1/2026 – Present **Transport Accident Commission – Intern**

Exposure to government insurance operations with a focus on process improvement and optimisation and financial analysis.

Key Responsibilities

- Documented and mapped operational processes using Miro across multiple TAC claims units
- Analysed existing government claims procedures and identified inefficiencies
- Prepared project budgeting, forecasting and financial reporting in Excel
- Integrated financial reports into data dashboards via Power BI

Achievements

- Prepared report detailing processes, process maps, inefficiencies and optimisation suggestions for Guided Recovery Health Five team (Mental Injury Only claims)
- Supported workflow redesign to enhance operational efficiency and clarity

8/2025 – 11/2025 **Bloink Chartered Accountant – Intern**

Supported small business clients through financial reporting and accounting processes

Key Responsibilities

- Prepared monthly financial statements and bank reconciliations
- Managed invoice processing and transaction recording in QuickBooks
- Processed weekly payroll and client account management
- Identified and resolved account payable invoice discrepancies with suppliers and internal stakeholders

Achievements

- Improved accuracy and timeliness of financial reconciliations
- Strengthened practical application of accounting principles in a client-facing environment

Work Experience

6/2025 – Present **Geelong Lawn Tennis Club – Tennis Coach**

Deliver quality individualised and group coaching sessions for a variety of stakeholders

Key Responsibilities

- Conduct technical coaching sessions across junior and adult levels
- Provide structured performance feedback
- Assist with timetabling and development of automated methods to track credits

Achievements

- Developed strong communication and leadership skills
- Contributed to operational improvements within club administration and management

1/2021 – Present **Chen Chen’s Asian Food – Floor Manager**

Managed front-of-house operations in a high-volume hospitality environment.

Key Responsibilities

- Provide friendly and efficient customer service (both in person and via phone)
- Acted as a bilingual liaison, ensuring accurate and timely communication between kitchen operations, front-of-house staff and customers
- Oversee new staff training and development, ensuring satisfactory operating standards

Achievements

- Maintained efficient service standards in fast-paced environment

Education

2/2024 – Present **The University of Melbourne**

Bachelor of Commerce | Actuarial Studies / Master of Engineering

2/2018 - 12/2023 **The Geelong College**

2023 VCE High Achiever

Academic Full Colours

General Academic Excellence Prize (2021)

English 3/4 Merit

Firsts Tennis Team (2021,2022,2023)

Firsts Tennis Full Colours

Extra-curriculars and Certifications

December 2025 **AIG Actuarial Analyst Job Simulation on Forage**

- Analysed and interpreted dataset of 100 Marine Liability insurance claims, identifying key trends and anomalies using statistical methods and data visualization techniques.
- Applied actuarial principles to evaluate risks and calculated premiums using experience-based rating, resulting in detailed pricing assessments
- Developed comprehensive reports that included assumptions, methodologies, and commentary on risks and uncertainties, demonstrating strong technical writing and critical thinking skills.

December 2025 **Goldman Sachs Risk Job Simulation on Forage**

- Conducted individual credit risk analysis using quantified financial data, enhancing skills in personal finance evaluation.
- Applied critical thinking and quantitative analysis to real estate scenarios, interpreting data to assess financial implications.
- Developed and recommended risk mitigation strategies, demonstrating practical application of financial principles and market understanding.

December 2025 **Deloitte Australia Data Analytics Job Simulation on Forage**

- Classified data and drew business conclusions using Excel
- Created a data dashboard using Tableau

Technical and Soft Skills, Volunteering and Achievements

- Microsoft Office Suites, Tableau, Xero, QuickBooks, RStudio, MATLAB, Power BI, Miro
- Communication, teamwork, attention to detail, time management, accountability
- Geelong Lawn Tennis Club Volunteer Assistant Treasurer (2025)
- Pako Festa Event Volunteer (2023, 2024)
- Australasian Maths Olympiad Top 10% Achiever
- National Affiliation for Music Assessment Grade 6 (Piano)
- Barwon Sports Academy Athlete, Barwon Region Representative Athlete (Tennis)