

Lois Asenso-Gyambibi [Student]

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EDUCATION

Southeastern University <i>BS in Mathematics (Actuarial Science), Business minor (GPA: 3.65)</i> • Organizations/Awards: Honors Program, Dean's List 2021-2022, Debate team, Student Government	Lakeland, FL <i>Graduation Date: December 2024</i>
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SKILLS & INTERESTS

Skills: Microsoft Office (Excel, PowerPoint, Word) | Python | SQL | Teamwork | Communication | Problem solving | Critical Thinking | Attention to detail

Interests: Risk Management, Data Science, Actuarial Consulting, Writing, Financial Analysis

Certifications: Microsoft Excel, CFI Financial Modelling and Valuation Analyst (Expected August 2022)

WORK EXPERIENCE

Southeastern University <i>Student Telecounselor</i> • Contacted 180+ prospective students daily and aided their application process increasing the number of applicants by 36% • Implemented good comprehensive skills clearly and stated issues that were presented firsthand • Documented call reports in Microsoft Excel making it significantly easier to keep up with calls and offer feedback to prospective students • Developed emphatic communication as well as excellent typing skills while aiding application process and sending emails	Lakeland, FL <i>January 2022 – Present</i>
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Council for Scientific and Industrial Research (CSIR) <i>Front Office Assistant</i> • Utilized clarity, humor and well-defined goals, and a positive work ethic to establish a spirited organizational culture throughout the company • Organized client data with Microsoft Excel resulting in a more efficient record keeping system • Assisted guests with problems and resolved disputes • Kept reception area clean and neat to give visitors a positive first impression • Answered and directed phone calls, organized, and scheduled appointments • Handled check-in and check-out procedures	Ghana, West Africa <i>September 2020 - December 2020</i>
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VOLUNTEER EXPERIENCE

Student Government Association, Southeastern University <i>Volunteer</i> • Assisted Student Body President and Vice President in organizing campus events such as club rush, internal and external market day to showcase student business • Assisted the team in making decisions regarding issues brought up by the student body • Worked with a diverse team to foster better relationships among students of different ethnic backgrounds	Lakeland, FL <i>August 2020– Present</i>
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We Are SEU Magazine, Southeastern University <i>Writer</i> • Wrote informative and engaging articles bringing awareness to pressing issues within the university campus • Efficiently coordinated and prioritized multiple projects at one time to meet tight deadlines while ensuring delivery of top-quality articles • Conducted interviews on persons of interest • Worked with the graphic design, photography and editing team to produce high-quality content each semester	Lakeland, FL <i>August 2020 – Present</i>
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