

Rachel McGovern

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SUMMARY

Math- driven data professional with experience designing and managing databases, analyzing structured datasets, and supporting executive decision making through reporting and dashboards. Strong foundation in statistics and applied mathematics, with successful completion of actuarial Exams P and FM. Known for precision, independence, and structured thinking. Pursuing actuarial and analytical roles in insurance, healthcare, finance or public sector.

CERTIFICATIONS

- Passed 2 Actuarial Exams: Exam FM (August 2024) & Exam P (May 2025)

TECHNICAL SKILLS

Excel (PivotTables, VLOOKUP, Formulas), SQL, Tableau, Airtable, Google Sheets, Data Cleaning & Transformation, Desmos, Clientlook, Mailchimp, Expensify, ACT!, CRM Systems, Data Reporting, Database Design, Relational Data Structures, Standard Operating Procedures, Microsoft Office, Wolfram's Mathematica, SAS, Java, Motus, SalesPad

EXPERIENCE

Mundo Academy - Database Administrator

June 2023- Present

Pasadena, CA

- Analyze attendance and program engagement data for 3,400+ students across 30+ schools and 50+ tutors using Airtable and Google Sheets.
- Deliver accurate semesterly reports on student participation and learning progression to support strategic decisions by the executive team.
- Design dynamic interfaces connected to Airtable's master relational database based on stakeholder requirements, enabling visibility into student, school, and staff performance data.
- Strengthened database architecture, cross- functional communication, and remote collaboration skills in a mission driven, education focused environment.

Growth Investment Group - Database Administrator

December 2019- May 2023

Pasadena, CA

- Independently managed and maintained a 20,000+ client database using Excel, supporting commercial real estate marketing and outreach efforts.
- Researched and sourced contact data via LexisNexis, performed data cleaning and transformation, and imported into Clientlook and Mailchimp for CRM and email campaigns.
- Designed and maintained the full contact data pipeline, enhancing data accuracy and enabling targeted marketing execution.
- Strengthened foundational data engineering and administrative skills while gaining exposure to commercial real estate operations and systems.

Innovative Skincare - Accounting/ IT Associate

February 2018- March 2019

Burbank, CA

- Built and maintained monthly financial data charts using Excel pivot tables and VLOOKUP to support leadership level reporting and decision making.
- Managed and updated the company's fixed asset database using ACT! to improve visibility into technology resource allocation.
- Audited monthly expense reports for a 40+ person remote sales team using Expensify, ensuring policy compliance and accurate toll reimbursements.
- Authored standard operating procedures (SOPs) for key workflows including device setup and invoice processing to support team autonomy and reduce onboarding time.

Mundo Academy - Lead Private Mathematics Tutor

August 2019- Present

Pasadena, CA

- Tutor 10+ students weekly in Algebra through Calculus and SAT math prep with an emphasis on independent problem-solving and clear mathematical thinking.
- Maintain clear communication with parents after each session, reporting on progress, concepts reviewed, and next steps to foster shared accountability.

EDUCATION

Elon University - Elon, NC

August 2013- May 2017

Degree: Bachelor of Arts in Mathematics (Concentration: Applied Mathematics) | Minor: Dance