Rachel McGovern

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https://github.com/rachelmcgovern237/actuarial-portfolio

SUMMARY

Self-driven aspiring actuary with 2 exams passed through independent studying and intention to continue testing. Over the years, I have developed a strong understanding of problem solving, project leadership, mathematical modeling, and analytical thinking. My initiative has allowed me to grow a personal Github portfolio of data-driven projects with tools like Excel, SQL, and Tableau, as well as developing budding relationships with people within LA RIMS. My strong suits include clear communication of ideas, curiosity for continuous learning, and building collaboration.

EXAMS

- 2 Actuarial Exams Passed: Exam FM/2 (August 2024) & Exam P/1 (May 2025)

EDUCATION

Elon University: Elon, NC   August 2013- May 2017
Degree: Bachelor of Arts in Mathematics (Concentration: Applied Mathematics) | Minor: Dance

TECHNICAL SKILLS

- <u>Tools:</u> Excel (PivotTables, VLOOKUP, Formulas), SQL, Tableau, Microsoft Office, SAS, Java, Airtable, Wolfram's Mathematica
- <u>Concepts:</u> Dashboards to Visualize Data, Data Cleaning & Transformation, Database Design, Standard Operating Procedures

EXPERIENCE

Mundo Academy | Pasadena, CA
Database Administrator & Lead Private Mathematics Tutor | August 2019- Present
- Analyze attendance and program engagement data for 3,400+ students across 40+ schools and 130+ 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 to enable visibility into student, school, and staff performance data.
- Strengthened database architecture, cross-functional communication, and remote collaboration skills in a mission driven environment.
- 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, consistent communication with parents after each session, reporting on progress, concepts reviewed, and next steps to create shared accountability.

Growth Investment Group | Pasadena, CA
Database Administrator | December 2019- May 2023
- Led the management and maintaining of a 20,000+ client database using Excel to support commercial real estate marketing outreach.
- 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 to enhance data accuracy and increase marketing engagement.
- Strengthened foundational data engineering and administrative skills while gaining exposure to commercial real estate operations and systems.

Innovative Skincare | Burbank, CA
Accounting/ IT Associate | February 2018- March 2019
- 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 to ensure policy compliance and accurate toll reimbursements.
- Authored standard operating procedures (SOPs) for key workflows such as device setup and invoice processing to support team autonomy and reduce onboarding time.