

AYAN CYRILLE

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SUMMARY

A responsible, dependable collaborator with excellent verbal and written communication skills. An initiative-taker and multi-tasker, with exceptional management and organizational skills. A meticulous professional, focused on productivity without compromising quality. Seeking a challenging opportunity for continuous learning and professional growth.

HIGHLIGHTS OF QUALIFICATIONS

- Data Analysis
- Strategic Planning
- Organizational Skills
- Critical thinking
- Self-Management
- Computer Programming

EDUCATION

Baruch College, New York, NY December 2021

Bachelor of Arts, Actuarial Science
Minor: English

Relevant Coursework:

- Advanced Calculus
- Probability & Statistics
- Financial Mathematics
- Foundations of Accounting
- Corporate Finance
- Theory of Interest
- Economic Models
- Business Communications
- Short-Term Insurance

The Beacon School, New York, NY

General School Funds Assistant

2020-Current

- Prevent and proactively resolve issues by independently supervising bank deposits and cash flow payments
- Improved efficiency by redesigning and updating archived spreadsheets, balance sheets, and QuickBooks data
- Assist with meeting target goals by monitoring senior class revenue and expenditure and generating financial reports
- Improve productivity by recommending and implementing strategies to aide in organization maintenance

Teaching Assistant

2015-Current

- Evaluate classroom progress against weekly, monthly, and annual goals in coordinating with lead teacher
- Enhance and improve performance and build open teacher student communication and relations by proactively discussing in-class issues with students
- Formulate, administer, and grade assessments and assignments with a 24-hour turnaround

Admissions Assistant

2016-2019

- Assisted with the application and selection process to The Beacon School, a highly competitive high school in New York, NY
- Improve educational developments by facilitating and organizing programming for potential incoming students and parents
- Curated and executed student and staff training, along with incoming student initiatives

JP Morgan Chase, New York, NY

Bank Teller

2017-2018

- Supplied efficient support to Lead Teller of Operations Specialist in overseeing day-to-day operations
- Balanced cash drawer and ATMs, assisted supervisor with audits and vault balances; speed on teller transactions was well above team average
- Guaranteed customers were satisfied with every facet of their banking experience, from initial greeting through transaction completion

TECHNICAL SKILLS

Programming Language: Python; Software: MS Office program – Access, Excel, Outlook, PowerPoint, Word; Advanced data management and sorting skills.