**Melissa Sample**

Taylors, SC | 864.123.4567 | [melissa.sample@gmail.com](mailto:melissa.sample@gmail.com) | linkedin.com/melissasample

**PROFILE**

* Problem solving skills developed through study and appreciation of statistical theory and methods, and applied probability statistics courses
* Proficient with Microsoft Excel Access, R, Python, and SQL
* Write a bullet point about how you developed oral and written communication skills
* Write a bullet point about how you developed leadership skills
* Write a bullet point about your financial/accounting skills

**EXAM PROGRESS**

**FM / Financial Mathematics PASSED- August 2018**

**P / Probability PASSED - March 2019**

**EDUCATION**

**B.S., Actuarial Science | Bob Jones University, Greenville, SC May 2019**

* GPA: 3.5
* Senior Capstone Project: Write about what you accomplished with this project

**TECHNICAL SKILLS**

**Python**

* Write a bullet point about your experience using Python

**Excel**

* Write a bullet point about how you used Excel in an actuarial way (beyond the norm)

**R**

* Write a bullet point about your experience using R

**RELATED EXPERIENCE (RELEVANT COURSEWORK)**

*The content for this section will be selected to match the job description of the job you are applying for. Think about your coursework.*

* Write a bullet point that describes how you have developed skills in statistics and data analysis
* Write a bullet point about developing models
* Write a bullet point about understanding business and financial concepts

**WORK EXPERIENCE**

**Cashier** | Chick-Fil-A, Taylors, SC May 2017-May 2019

* Maintained high standards of professionalism during high-volume, fast-paced operations
* Collaborated with team members to increase customer satisfaction
* Resolved complaints promptly and professionally
* Promoted to shift leader, supervising a team of 8 each shift

**Another Job** | ABC Company, Greenville, SC Aug. 2015-May 2016

* Write a bullet point about interpersonal or teamwork skills you developed
* Write a bullet point about attention to detail skills
* Write a point about being self-motivated

**COMMUNITY INVOLVEMENT**

* Volunteer – Greer Soup Kitchen
* Local church – choir, teaching children, nursery (2 years)
* Member – University Business Association