Juana Fernandez

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(484) 423-6543

# EDUCATION:

## West Chester University of Pennsylvania, West Chester, PA 5/2017

* Bachelor of Science in Mathematics
* Concentration in Actuarial Science
* GPA 3.72, Dean’s List

# EXPERIENCE:

## Assistant, State Farm Insurance Agency, Pottstown, PA 6/2015-Present

* Provide basic service and support to existing policyholders via phone
* Learn various aspects of independent agency operation
* Assisted owner with claims, invoices and administrative projects

## Intern, City of West Chester, West Chester, PA 9/2015-12/2015

* Assisted the Head Risk Manager with workers compensation claims, litigations, contracts, procurement invoices
* Analyzed data of ongoing Historic Courthouse Renovation project

## Camp Counselor, YMCA, West Chester, PA Seasonal 6/2013-6/2015

* Engaged children, ages 4-10, in various developmental activities
* Organized games and events to encourage social interactions among children
* Collaborated with two other Program Coordinators to create weekly learning themes

## Cashier, Giant Foods, West Chester, PA 8/2012-6/2015

* Provided quality service to all customers at the store
* Maintained an accurate register with a variety of sales during each shift
* Adapted work routine by assisting other departments as needed

# ACTIVITIES:

## Treasurer, Actuary Society of West Chester University, West Chester, PA 9/2015-Present

* Attend all weekly meetings and participate in professional development activities
* Keep track of all expenses and budget of $2000 for the academic year
* Assist in coordinating fundraiser that raised $500 for local food pantry

## Member, American Sign Language Club, WCU, West Chester, PA 9/2015-Present

* Build on and practice ASL skills for up to 5 hours per week
* Participate in events to advocate for the Deaf Community

# SKILLS:

* Proficient utilizing Microsoft Word, Excel, PowerPoint and SPSS
* Worked an average of 15 hours per week while maintaining full time student status
* Strong communication and teamwork skills

