

# Juana Fernandez

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(484) 423-6543

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## 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

