

**CLIFF CLAVEN**  
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Montreal, PQ, H7X 3N8  
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**EDUCATION**

**Bachelor of Science, Actuarial Mathematics Specialization** Expected Dec 2014  
Concordia University, Montreal, Quebec  
Relevant Courses: *Mathematics in Finance, Pension Mathematics, Applied Statistics*  
*Investment Mathematics, Numerical Analysis, Industrial Statistics*

**Diploma of Collegial Studies, Pure and Applied Sciences** 2011  
Dawson College, Montreal, Quebec  
Other Areas of Study: *Marketing, European History*

**EXAMINATIONS**

Passed SOA Exam 100 & 110

**LANGUAGES**

English, French, German (Spoken)

**COMPUTER SKILLS**

**Operating Systems:** LINUX, Mac OS, Windows XP/ 7  
**Software Packages:** Maple, Minitab, SAS, SPSS, MS Office

**CAREER RELATED EMPLOYMENT**

**Payroll Clerk** Summer 2012  
Island of Montreal School Board, Montreal, Quebec

- Prepared weekly payroll for 70 employees
- Consolidated receipts for daily bank deposits
- Maintained department's database

**ADDITIONAL EMPLOYMENT**

**Waiter** 2010  
Cheers Inc., Montreal, Quebec

- Dealt diplomatically with customer demands and complaints
- Handled multiple tasks simultaneously while serving up to 40 clients
- Balanced cash and made deposits and trained new staff on restaurant procedures and policies

**Telesales Representative** 2009-2010  
Concordia University Advancement Office, Montreal, Quebec

- Negotiated and secured up to a sum of ten thousand dollars
- Compiled a list of potential donors from alumni members
- Entered donations received into computer system

**EXTRA-CURRICULAR ACTIVITIES**

**Peer Tutor** 2011  
Concordia University, Montreal, Quebec

- Assisted students in Actuarial Math and improved oral communication and interpersonal skills

**AWARDS**

Sam Malone Memorial Scholarship 2011

**INTERESTS**

Avid Reader, Cooking, Soccer, Chess, Trivia, Puzzles and Problem Solving Games

References Provided Upon Request