

# Kaitlyn Victoria Swacil

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Dear Hiring Committee,

I am submitting my resume and other required documents for your kind perusal and consideration for my application. I am seeking an opportunity that would synergize my skills and training with the objectives of the organization. I believe I would be a good candidate for this position because of the skills I have acquired throughout my work and school experience. I am a former student at the University of Missouri-Columbia and graduated in May of 2022 with a Bachelor of Science in Mathematics with emphasis in actuarial science and financial mathematics.

Throughout my years at the University of Missouri-Columbia, I have learned many skills that prepare me for a career in actuarial sciences and statistical analysis. I have developed knowledge of many programming languages such as R, SQL, and Visual Basic for Applications (VBA) in Excel. I have additionally taken several courses that have prepared me for the material that is covered on the Society of Actuaries' (SOA) exams. I believe that some of this experience will help me adapt quickly and efficiently to the job and provides great background information.

Through my current work duties as a Data Management Analyst for the *All of Us* (AoU) grant at the University of Florida, I have developed a strong foundation in data analysis, while honing my abilities in quick learning and adaptability. Collaborating with researchers to analyze and interpret vast data sets has equipped me with the skills necessary to navigate complex data landscapes. Working on the project also made me more adept at handling protected health information as I work on deidentified dataset at a controlled tier access. Moreover, I have become proficient in creating interactive dashboards and have gained expertise in a range of tools, including R, SQL, Excel, REDCap and Power BI.

My experience as a profit and data analyst intern has given me great exposure to analyzing and interpreting results from a large data set. I verified employee timesheets and oversaw company expenditures. This allowed me to draw conclusions and report findings to the company. In addition, I've been a personal shopper, busser, and hostess. Through these jobs, I've developed communication and customer service skills. This skillset allows me to work well in group and team environments, by clearly communicating and listening to others in a busy workspace.

I am seeking an opportunity that would synergize my skills and training in mathematics and data analytics with the objectives of the company. Being a dedicated and focused individual, I am determined to add value to the organization as well as hone my skills and knowledge further. I am confident of making visible contribution for the growth of the organization as well as improve myself for future challenges and prospects.

Thank you for reading my application and I appreciate your consideration. Please feel free to contact me if there are any other questions that arise, at (573) 317-6613 or by email at ([kaitlynsvacil@gmail.com](mailto:kaitlynsvacil@gmail.com)). I look forward to hearing back from you and would be happy to set up a time for an interview.

Sincerely,  
Kaitlyn Swacil