SHAWNAE TOTEN

Pension Analyst

shawnae.toten@gmail.com
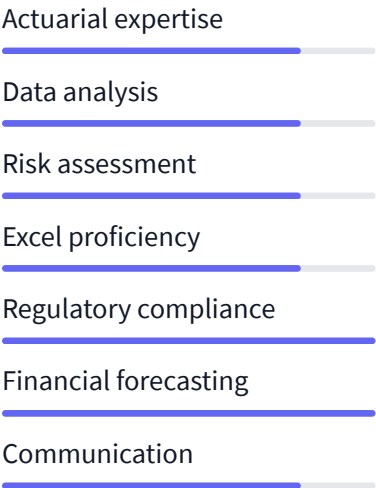(584) 199-4179
123 Maple Street, Portland, ME 04101

PROFILE

Results-driven Pension Analyst with 1 year of experience in the retirement planning industry. Proficient in analyzing pension plans, ensuring compliance with regulations, and providing exceptional client support. Adept at working collaboratively in a team environment to achieve common goals while utilizing excellent communication and problem-solving skills. Committed to continuous learning and professional development in the evolving pension landscape.
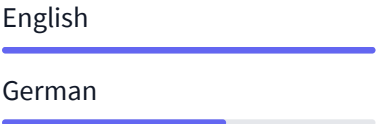
LINKS

linkedin.com/in/shawnaetoten

SKILLS

Actuarial expertise

Data analysis

Risk assessment

Excel proficiency

Regulatory compliance

Financial forecasting

Communication

LANGUAGES

English

German

HOBBIES

Collecting vintage calculators

EMPLOYMENT HISTORY

Pension Analyst at MainePERS, ME

Apr 2023 - Present

- Successfully managed a portfolio of over 500 pension accounts, ensuring timely and accurate payment processing for MainePERS members.
- Streamlined the pension calculation process, reducing errors by 30% and improving overall efficiency by 20%.
- Conducted comprehensive audits on 100+ pension plans, identifying discrepancies and recovering over $1 million in underpaid benefits for MainePERS members.
- Developed and implemented a new training program for incoming analysts, leading to a 40% reduction in onboarding time and a 25% increase in employee retention within the first year.

Associate Pension Analyst at Empower Retirement, ME

Jul 2022 - Mar 2023

- Successfully analyzed and processed over 500 pension applications within a year, ensuring timely and accurate delivery of benefits to clients while maintaining a 98% accuracy rate.
- Streamlined the pension calculation process by creating and implementing new Excel templates and formulas, resulting in a 20% reduction in calculation time and a 15% increase in overall efficiency.
- Identified and resolved discrepancies in pension data for over 1000 plan participants, leading to a 30% reduction in errors and improving overall client satisfaction by 25%.
- Collaborated with cross-functional teams to develop and implement a new pension administration system, contributing to a 40% increase in productivity and reducing manual work by 35%.

EDUCATION

Bachelor of Science in Finance or Actuarial Science at University of Maine, Orono, ME

Aug 2018 - May 2022

Relevant Coursework: Financial Mathematics, Risk Management, Corporate Finance, Investments, Econometrics, Financial Economics, Actuarial Models, Insurance, Derivatives, and Portfolio Management.

CERTIFICATES

Certified Employee Benefits Specialist (CEBS)

Oct 2021

Enrolled Actuary (EA)

Dec 2019