

Megan N. McManus
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Education

Virginia Polytechnic Institute and State University
B.S., Business
Major: Finance, CFP® Certification Education Option
Minor: Psychology

Blacksburg, VA
(Expected) May 2018
GPA: 3.64/4.0

Professional Experience

Virginia Tech Department of Agricultural and Applied Economics
Office Assistant

Blacksburg, VA
August 2015 – present

- Gather price quotes and data from suppliers and venues for various projects
- Cover the main office during employee absences, multitasking to respond to the phone, office traffic and administrative duties
- Provide training for processing test opscans and using copy machines

Handford Financial Strategies
Intern

Warrenton, VA
December 2016 – January 2017

- Sat in on client meetings, reviewed client letters, and input portfolios into Yahoo Finance
- Contacted internal wholesalers to gather research on 2017 market predictions
- Created a graph displaying annual returns of select asset classes in relation to the S&P 500 and a diversified portfolio

Virginia Tech Office of Academic Programs
Office Assistant

Blacksburg, VA
August 2014 – May 2015

- Updated academic files and spreadsheets using Microsoft Word and Excel
- Responsible for filing, copying, creating staff posters, and editing documents for supervisors

Effee's Frozen Favorites
Associate

New Baltimore, VA
June – August, 2013, 2014, 2015

- Communicated effectively with customers and co-workers
- Organized inventory and maintained a clean working environment
- Handled cash and produced orders in a timely manner

Activities

Financial Planning Association, Virginia Tech Chapter

Fall 2016 – present

- Network with professionals in the Financial Planning profession
- Volunteered at the NAPFA Conference in October 2016

Virginia Tech University Honors College

Fall 2014 – present

- Maintain standards of excellence through honors coursework and experiences
- Develop strong interpersonal relationships with fellow students and faculty

Fauquier Equestrian Forum

Spring 2013 – present

- Promote the organization at fundraising events to support the creation of public equine facilities
- Recruited Olympic equestrian to aid in designing a local cross country course for public equestrian use

Skills and Accomplishments

Computer: Microsoft Word, Excel, PowerPoint, VBA programming

Professional: Customer service, team building, time management, organization

Rebeka Ruth Becks Financial Planning Scholarship Recipient (2017)

Bloomberg Market Concepts Certified

Dean's List every semester