

# Cecilia Fleming

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## OBJECTIVE

Seeking an internship to develop knowledge and skills to excel in the financial planning profession.

## EDUCATION

**Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA**  
B.S. in Business, Pamplin College of Business Expected: December 2018  
Major: Finance, CFP® *Certification Education Option*

**John Tyler Community College, Midlothian, VA** August 2016  
A.S. in Business Administration  
GPA: 3.0/4.0 | Dean's List Fall 2014 and Fall 2015

## PROFESSIONAL EXPERIENCE

**Personal Touch Catering, Blacksburg, VA** August 2016 - Present  
*Student Manager*

- Cater large campus events including, but not limited to, game day suites, athletic team meals, President luncheons, weddings, etc.

**PIEtech Inc., Powhatan, VA** June 2017 – July 2017  
*Business Analyst Intern*

- Gained an in-depth understanding of PIEtech software (e.g. MoneyGuidePro, MyMoneyGuide, etc.)
- With other interns, designed financial forecasting and budgeting tools
- Collaborated with developer interns to implement tools into a single page web application

**Watkins Nurseries, Midlothian, VA** July 2016 -August 2016  
*Front Desk Receptionist*

- Responsible for invoicing and billing customers
- Handled incoming calls and emails and routed them appropriately
- Greeted guests with warm customer service

**Swift Creek Academy of the Performing Arts, Midlothian, VA** August 2015 -August 2016  
*Office Manager/ Front Desk Receptionist*

- Responsible for opening and closing in the evening
- Assisted upper management with hiring procedures and paperwork
- Worked full-time as Office Manager while taking 18 credit hours

## ACTIVITIES

**Pamplin College of Business Dean's Student Advisory Council** January 2017 - Present  
**Financial Planning Association, Virginia Tech Chapter Outreach Officer** October 2016 -Present

- Responsible for organizing community outreach opportunities

**Finance for Females, Vice President of Operations and Education** August 2016 -Present

- Provide weekly updates on current events and financial matters
- Educate members on topics within the financial industry

**Mixed Student Alliance** August 2016 -Present

**Intramural Volleyball** August 2016 -Present

**1823 Young Adults, Hospitality Coordinator** August 2014 -August 2015

## SKILLS AND STRENGTHS

Proficient in Microsoft Word, Excel, PowerPoint, and Access  
Gallup StrengthsFinder – Responsibility, Relator, Arranger, Harmony, Input