

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 Assistant 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 Spring 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