

Davis B. Gardner

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Permanent Address:
5216 Chappell Ridge Place
Glen Allen, VA 23059

School Address:
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OBJECTIVE

In exchange for a commitment to diligence, I am seeking employment and career development through an entry-level financial planning position

EDUCATION

Virginia Tech, Blacksburg, VA
Bachelor of Science, Applied Economic Management
Option: Financial Planning
Minor: Business
Expected, May 2018

WORK EXPERIENCE

University Bookstore, Blacksburg, VA
Textbook Information Desk Clerk and Cashier
- Fulfill customer requests in a fast-paced environment
- Identify and communicate individual solutions for customer issues
Jan 2016 – Present

Northwestern Mutual, Richmond, VA
Financial Representative Intern
- Developed fundamental client relationship management skills
- Worked autonomously to introduce clients to the firm
- Attended client meetings with advisors to present recommendations
May – August 2017

Hunting Hawk Golf Club, Glen Allen, VA
Maintenance Technician
- Learned to operate unfamiliar course equipment in cooperation with other employees
- Managed and completed multiple course maintenance tasks each day
- Trained two employees on maintenance techniques and equipment operation
May – August 2016

Swim Club Management Group, Henrico, VA
Gate Guard
- Had sole responsibility for maintaining pool and facilities to meet safety standards
- Verified customer memberships and enforced pool rules
May – August 2015

Other Jobs: General Laborer, Harrington's Irrigation, Richmond, VA
Bagger/Cashier, Martin's Grocery Store, Richmond, VA
Cashier, Chick-Fil-A, Richmond, VA
May – August 2015
May 2012 – April 2014
June – August 2011

COLLEGE AFFILIATIONS

Financial Planning Association
Sept 2016 – Present

Finance Club at Virginia Tech
Sept 2015 – Present

Lambda Chi Alpha Fraternity
Fraternity Educator
Sept 2014 – Present
Feb – Dec 2016

- Taught fraternity values to associate members

SKILLS

MS Office and Apple Software Applications (Word, Excel, PowerPoint, Keynote)
StrengthsFinder® (Adaptability, Harmony, Context, Consistency, Developer)