

**Current Address:**

1451 Seneca Drive, Apt. E  
Blacksburg, VA 24060

**Erin E. Alkire**

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(804) 822 – 7965

**Permanent Address:**

9035 Haversack Lane  
Mechanicsville, VA 23116

**OBJECTIVE**

Seeking an entry-level position with a financial planning firm that will challenge me to further my knowledge and skills towards reaching my goal of obtaining the CFP® designation and building strong client relationships.

**EDUCATION****Virginia Polytechnic Institute and State University (Virginia Tech)**

**Bachelor of Science**, Applied Economic Management

**Option:** Financial Planning    **Minor:** Business

**Dean's List:** Fall 2016

**Blacksburg, VA**

Expected Graduation: May 2018

Overall GPA: 3.07    In-Major GPA: 3.30

**WORK EXPERIENCE****Bunting Capital Management**

*Financial Planning Intern*

**Norfolk, VA**

Summer 2017

- Worked with senior advisors to present financial plans to clients using proprietary financial planning software
- Participated in client meetings, taking detailed notes to record in Junxure Cloud
- Rebalanced client portfolios and assisted with security trading
- Completed multiple projects, including the creation of a rental property ROI and IRR calculator using Excel and the updated questionnaire for clients to complete before annual reviews
- Contacted clients to schedule reviews
- Became versatile in using Schwab's platform, eMoney Advisor, Portfolio Center, Morningstar, and Junxure Cloud

**Patrick Henry Family YMCA**

*Summer Camp Counselor*

**Ashland, VA**

Summer 2015, 2016

- Responsible for tracking and managing cash flow during field trips
- Used leadership skills to manage a day camp of 100+ 5 to 13 year old children
- Learned conflict management through handling frustrated/difficult campers and parents
- Required high level of communication and listening skills

**MBI Consulting, Inc.**

*Office Assistant*

**Mechanicsville, VA**

Winter Break 2015

- Recorded and verified tax-related information using QuickBooks Online
- Careful attention to detail required

**Swim Metro, Inc.**

*Lifeguard*

**Richmond, VA**

Summer 2012, 2013, 2014

- Performed life guarding duties and maintained safe pool environment
- Met and maintained all health and sanitation standards
- Honed problem solving skills to deal with unexpected issues and quickly formulate solutions

**ASSOCIATIONS**

*Financial Planning Association*

2016 – Present

*Finance for Females Organization*

2015 – Present

*Students Helping Honduras*

2015 – Present

- Individually fundraised \$1,350
- Traveled to Honduras to help the community of San Pedro Sula build new school

**COMMUNITY SERVICE**

*Humane Society, Volunteer*

Christiansburg, VA

*Patrick Henry Family YMCA, Bright Beginnings Volunteer*

Ashland, VA

**ASSESSMENTS**

Kolbe A Index: 8-7-2-3

Strengths Finder: Restorative, Analytical, Focus, Consistency, Discipline