

**Current Address:**  
301 Hunt Club Rd #6800G  
Blacksburg, VA 24060

**Olivia LeBolt**

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(703) 344-4713

**Permanent Address:**  
12105 Richland Lane  
Herndon, VA 20171

**EDUCATION**

**Virginia Polytechnic Institute and State University**  
BS in Business: **Finance Major** (CFP® Certification Education Track)  
Minor: Entrepreneurship- New Venture Growth

Blacksburg, VA  
Expected Graduation: May 2018  
**GPA: 3.36/4.00, In-Major GPA 3.60/4.00**

Financing 50% of education with employment, scholarships and loans

Study Abroad at La Universidad de Salamanca

Spring 2017

**WORK EXPERIENCE**

**M'Kay Wealth Management Group, Writer**

Fall 2017

- Write weekly financial planning blog posts tailored to a young professional audience

**RTD Financial Advisors, Intern**

Summer 2017

- Participated in and drafted follow-up notes and letters for 23 client meetings
- Produced client documents including Investment Policy Statements and Client Renewal Letters
- Used eMoney and MoneyGuidePro to input client data and develop financial plans
- Drafted quarterly client newsletter articles and summaries for financial planning articles

**Marotta Wealth Management, Intern**

Summer 2016

- Organized over 200 documents in back office pertaining to 529 plans and estate planning
- Guest author for financial advisory blog on college and life planning
- Participated in prospective client meetings, learning about client relationships and recruitment

**The Odyssey, Writer**

May 2016- present

- Manage a team of 8 peers to produce a weekly personal finance publication for young adults

**Baker Tilly, Extern**

Spring 2016

**Altria, Extern**

Fall 2015

**On the Border Mexican Grill, Reston, VA, Waitress**

Jan. 2015-Aug. 2016

**U.S Soccer Federation, Chantilly, VA, Certified Level 8 Referee**

Jan. 2010-Aug. 2016

**Olivia's Pet Sitting, Herndon, VA, Owner**

Jan 2008-Aug. 2015

**ACTIVITIES AND HONORS**

Entrepreneurship Club, **Director of Finance**

2017- present

SDWR Service Dog, **Senior Trainer**

2017- present

Phi Sigma Pi Honors Fraternity Member, **Class President, Leadership Chair**

2016-2017

Student Athlete Academic Support Services, **Senior Tutor**

2016-present

The Financial Planning Association of Central Virginia Scholarship Recipient

2016

Pamplin Undergraduate Mentoring Program, **Global Mentor**

2015-present

Students Helping Honduras, **Treasurer**

2015-present

Finance for Females Website Chair, **Marketing Committee**

2015-present

Financial Planning Association Member

2015-present

Intramural Soccer (Captain), Basketball, Softball, Tennis

2015-present

Dean's List

Fall 2015

**OTHER**

- Conversational in Spanish, Russian, and German
- Advanced Excel Skills: Data Analysis Tools, Profit Maximizing, If Then Analysis, Basic VBA Programming, User Interface Development, Microsoft Access, HTML
- Financial Planning Software Competency: eMoney, MoneyGuidePro, Tamarac, Junxure, Schwab and TD Ameritrade Institutional, ModestSpark, ClientView, fi360