

Catherine A. Sims

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4266 Wiltshire Place
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EDUCATION

Virginia Polytechnic Institute and State University (Virginia Tech)

Blacksburg, VA

Dual Degree: B.S. in Business, Finance & B.S. in Business, Management

Expected May 2019

- Minor in International Business
- Overall GPA: 3.92/4.00
- Dean's List (All semesters)
- Beta Gamma Sigma Honor Society (Top 10% of Class)

University of Economics, Study Abroad

Prague, Czech Republic

- 21 Credits toward both degrees and minor

August 2017 – December 2017

LEADERSHIP & WORK EXPERIENCE

Inova Health System, Falls Church, VA

June 2017 – Present

Data Entry Operator

40 hours/week

- Entered and audited data for the Central Verification Office
- Communicated with healthcare providers to obtain Inova Policy compliance documentation
- Contacted agencies, hospitals, schools and employers to verify work history and education

Prince William County Service Authority, Woodbridge, VA

May 2016 – August 2016

Engineering/Inspections Assistant

37.5 hours/week

- Performed and analyzed fire hydrant flow tests
- Prepared and distributed fire flow test data reports
- Converted hard copy files and schematics to digital files
- Assisted Utility Inspectors with other duties as assigned

Alpha Delta Pi

January 2017 – Present

New Member Coordinator

December 2017 – Present

- Elected to organize and execute the chapter education of the new members
- Serve as a mentor, leader, and role model for the new members

Executive Assistant

March 2017 – December 2017

- Competitively selected to serve as an assistant to the Executive Board
- Attended Alpha Delta Pi District Leadership Conference with the Executive Board

Pamplin Leadership Conference

January 2017

- Competitively selected to participate in the conference and attend company workshops

Collegiate Women in Business September 2015 – Present

Outreach Committee

September 2016 – Present

- Competitively elected to plan company treks and maintain company relations

Fundraising Committee

September 2015 – May 2016

- Member of Fundraising Committee responsible for company sponsorships

ACTIVITIES

- The Big Event Volunteer April 2016, April 2017
- The Odyssey Online Contributor February 2016 – August 2016
- Business Horizons Career Fair Volunteer September 2015

HONORS

Prince William Chapter of the Virginia Tech Alumni Association Scholarship

- Awarded for outstanding community service August 2015 – May 2016