

Megan Robinson

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Objective

To obtain a position in a financial planning firm offering the opportunity for mentoring by a CFP® certificand(s).

Education

Virginia Polytechnic Institute and State University (Virginia Tech)- Blacksburg, VA

B.S. Business, expected December 2015

Major: Finance, CFP® Certification Education Track

Minor: Business Leadership

GPA: 3.0

Earned and financed 60+% of college expenses through scholarships and work.

Work Experience

Student Manager; The BreakZONE at Virginia Tech- Blacksburg, VA**08/2012 to Present**

- Supervise team of 3 to 5 Recreation Assistants
- Create and maintain a facility and program tracking report
- Operate cash management software and debit card equipment
- Assist in interviewing, hiring, and training of BreakZONE student staff
- Member of search committee for Recreation Services Coordinator position
- Manage, promote, and organize karaoke program that draws 10-30 attendees weekly
- Accountable for planning, marketing, implementing, and billing of various tournaments and events, including annual Customer Appreciation Day and reservations for groups of up to 350 people
- Design marketing flyers, create monthly event newsletter, and regulate social media presence

Audit Intern; Deloitte & Touche LLP- McLean, VA**06/2014 to 08/2014**

- Performed analytical review of audit documents; designed and performed tests of internal controls
- Assisted in the preparation of quarterly and yearly reports
- Prepared and compiled various procedural worksheets for client engagements
- Arranged and presented a mock audit proposal to a panel of managing partners
- Reviewed client accounting and operating procedures and systems of internal control
- Identified accounting and auditing issues; performed research to solve issues that arose
- Prepared financial statement reports and documentation supporting Deloitte & Touche's audit opinions
- Provided recommendations for improved controls and enhanced business efficiency

Cashier; K-VA-T Food City- Marion, VA**08/2011 to 05/2014**

- Conducted fiscal transactions using K-VA-T cash management software
- Utilized communication skills to provide excellent customer service and conflict resolution

Caller Guide; Virginia Tech Student Calling Center- Blacksburg, VA**06/2013 to 09/2013**

- Trained new callers and constructed reports on trainee progress
- Contacted alumni and parents of current students to update information and invite alumni donations

Intern Receptionist; Envision Eye Care- Marion, VA**12/2012 to 01/2013**

- Scheduled appointments, greeted patients and edited patients' personal information
- Researched patients' insurance information online and edited in computer system

Co-curricular Activities

- Member of Virginia Tech Financial Planning Association (FPA) Fall 2015
- Member of Virginia Tech Student Staff Development Committee 2012-2015
- Nominated for Student Engagement and Campus Life "Positive Attitude Award" 2014 and 2015
- Member of the Billiards Club at Virginia Tech 2012-2013
- Attended Association of College Unions International (ACUI) Leadership Conference 2012 and 2013