

# Charlie Gifford

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## EDUCATION

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**Virginia Tech**, Pamplin School of Business Anticipated Graduation - May 2026

*Finance Planning and Wealth Management*

- *Related course work:* Business Calculus, Business Statistics & Analytics, Budgeting and Accounting Information Decision-Making, Introduction to International Business, Introduction to Finance, Introduction to Financial and Managerial Accounting, Principles of Management,

## PROFESSIONAL EXPERIENCE

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**Fox Hollow**, Timonium, MD May 2023-August 2024

*Golf Course Reservation Coordinator*

- Managed the scheduling and coordination of tee times for golf course patrons ensuring optimal utilization of course resources
- Collaborated with golf course staff to synchronize tee time schedules
- Cultivated strong relationships with golfers, providing personalized service and satisfaction
- Resolved scheduling conflicts and addressed customer complaints effectively

**Target**, Timonium, MD December 2023-January 2024

*Curbside Logistics Coordinator*

- Orchestrated efficient and timely delivery of goods and services directly to customers
- Conducted thorough inspection of delivered items to guarantee accuracy and quality
- Utilized advanced delivery tracking systems and communication tools to coordinate logistics

**Dietrick Hall**, Blacksburg, VA January 2023-May 2023

*Food Service Attendant*

- Assisted with inventory management, including stocking supplies and rotating perishable items
- Maintained cleanliness and sanitation standards in dining and food preparation areas
- Operated cash registers, processed transactions accurately, and balanced cash drawers

**Panera Bread**, Timonium, MD April 2021-August 2021

*Salad Assembly Specialist*

- Prepared salads according to established recipes and customer preferences
- Ensured freshness and quality of ingredients by adhering to food safety standards and procedures
- Managed inventory levels and communicated with the kitchen to ensure adequate stock

## EXTRACURRICULAR ACTIVITIES

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**Financial Planning Association – Virginia Tech, Blacksburg, VA** February 2024 - Present

*Club Member*

- Attend weekly meetings to learn and network with industry professionals, stay informed on financial planning trends, and enhance industry knowledge

**Alpha Sigma Phi – Virginia Tech, Blacksburg, VA** January 2024 - Present

*Fraternity Member*

- Worked closely with fellow members to plan and execute various events, fundraisers, and community involvement
- Provided assistance and support to fraternity leadership in administrative tasks