FPA NCA
FINANCIAL PLANNING ASSOCIATION
NATIONAL CAPITAL AREA

# CLASSIFIED CONNECTION


**Volume 3, No. 1, January, 2011**
Web address: **www.fpanca.org**

## FPA NCA CLASSIFIED CONNECTION GUIDELINES FOR ALL ADVERTISING:

1. The FPA NCA Classified Connection is a member benefit professional development newsletter to include job postings, mentoring and internship programs, job seeker resumes of CFP® certificant professionals and candidates attending local college/university programs, invitation to CFP® certificant exam study groups, and scholarships and award announcements. The FPA NCA does not recommend and/or endorse any particular advertisement
2. No graphics, logos, or pictures associated with any advertisements will be included in this advertising publication.
3. FPA NCA has the right to refuse or modify any ads submitted prior to publication.
4. Ads must be submitted in Microsoft WORD format.
5. Ads must be submitted by the 20$^{th}$ of each month for inclusion in the next month's publication.
6. This advertising newsletter will be posted to our local chapter web site (www.fpanca.org) and announced via email to our members.
7. Changes to a published ad or removal of the ad will occur once a month prior to the new publication being posted and announced. Notices of changes and/or removals must be submitted by the 20$^{th}$ of each month.
8. Ads will be published for three consecutive months. Requests for ads to be reinstated after the initial three months must be sent by the 20$^{th}$ of the month for inclusion in the next month's publication.

Thank you for following these guidelines so that we can post your advertisement quickly and efficiently! You may send your ads to PeggyNelson8@verizon.net. Thank you!

**David William Nash**
2196 Whisperwood Glen Lane, Reston, Virginia 20191
davenash3@comcast.net - (703) 264-9760

**Summary**

CFP® Exam passed; CFA® Candidate; transitioning from teaching background; 15+ years experience analyzing, planning, facilitating; seasoned advisor with ability to assess, define benchmarks and implement dynamic programs and methodologies for achieving optimum performance. In-depth understanding of macro- and microeconomics.

**Key Strengths and Skills**

- Creative and analytical thinking
- Problem solving abilities
- Outstanding interpersonal and communication skills
- Relationship building
- Quick Learner
- Individual and organizational performance assessment
- Program and project management
- Excellent presentation abilities

**Accomplishments**

**INDIVIDUAL & GROUP TRAINING**
Developed and implemented multi-year personal training programs for private students enrolled in top ranked, highly-competitive music programs in northern Virginia high schools. Training regimen included skill building, goal setting, motivation, time management, application of customized exercises for mental and physical preparation for auditions and solo performance.

- Results: Students successfully completed their individual training programs leading to exemplary auditions followed by admission and scholarships to The Juilliard School of Music, New England Conservatory of Music and Northwestern University School of Music.
- Results: Students received top placements in regional and national solo competitions, Virginia All State Band and Orchestra and the American Youth Philharmonic Orchestras

**PROCESS IMPROVEMENT**
Established scalable and repeatable processes for training musicians of all skill levels during summer music camps. Mediated individual and group needs with organizational directors in order to gain consensus on training process, streamline the delivery of the curriculum and ensure desired outcomes.

- Results: Training, consultation and counseling for music programs for Fairfax County Band Programs.
- Results: Training process improvements have been adopted by organization directors in multiple counties in northern Virginia, substantially elevating caliber of student musicians, increasing the quality of state-funded music programs and increasing the percentage of students who successfully pursue graduate studies in music.

**LEADERSHIP**
Organize, market, and lead both amateur and professional performance groups.

- Results: Groups have developed a reputation for excellence in venues across metropolitan Washington, DC, and Baltimore.

**Employment History**

Self Employed — 1995 to present

- Private Teaching & Performance
- Group Instruction: Brass Specialties, Some Composing and Arranging
- Performing: Classical, Jazz and Contemporary Music.

**Education Training & Associations**

CFP® Exam passed: March 2010
CFP® education: Boston Institute of Finance, Boston University December 2009
Financial Planning Association/National Capital Area: Mentorship program, committee volunteer
CFA® Candidate
Familiar with Microsoft Word & Excel, Money Guide Pro

B.S., George Mason University, Fairfax, Virginia
Received private instruction from:

- Joseph Alessi, Principal, New York Philharmonic and Master Recording Artist and Teacher, Juilliard School of Music
- Milton Stevens, Principal (deceased), National Symphony Orchestra and Conductor, Washington Symphonic Brass
- Per Brevig, Principal (retired), New York Metropolitan Opera (11/2010)

# ERIC J. FIALA

643 K Street NE
Washington, DC 20002

952.994.1641
ericjfiala@yahoo.com

## OBJECTIVE

To obtain a position in the Financial Planning industry where I can use my skills and education to advance my goal of carrying the CFP® Certification designation.

## EDUCATION

**2010** **Georgetown University - Certificate in Financial Planning**

**2000- 2004** **St. Olaf College, Northfield, MN**
**B.A. Sociology/Anthropology/Asian Studies**

## EXPERIENCE

**01/10 - Present** **Wachovia, A Wells Fargo Company, Greater Washington DC**
**Service Manager**

Coach and develop teller banker team to exceed individual and team service and sales goals. Conduct needs assessment for individual clients to effectively refer to correct department or banker. Oversee teller and banker management of customer accounts. Manage all operations and compliance for store and transition to Wells Fargo systems. Oversee branch human resources including hiring, training, mentoring, and transfer/termination.

**02/09 – 01/10** **Wachovia Corporation, Greater Washington DC**
**Financial Center Manager**

Managed the overall performance of the financial center. Coached and developed team members to individual sales and service goals. Lead financial center team to achieve superior client service. Exceeded all branch sales and referral goals during tenure. Educated clients about bank products and made appropriate recommendations to achieve financial goals. Opened and closed client accounts, performed account transfers and updates, and processed wire transfers.

**05/07 – 02/09** **Wachovia Corporation, Capital West Region, McLean, VA**
**Teller Manager**

Directly oversaw all teller activities in the financial center including service, sales goals, and staffing to optimize client-bank relationship. Partnered with other Wachovia departments to more effectively retain existing and recruit new clients. Managed human resources issues including hiring, coaching, training, and discipline. Trained and mentored new hires.

**02/06- 05/07** **Wachovia Corporation, Bloomington, MN**
**Participant Account Representative**

Provided superior client service and information about participant investments in profit sharing and defined contribution retirement plans. Explained technical information to participants to facilitate understanding. Worked with a team to increase the efficiency and quality of participant services. Communicated with and supported a diverse group of clients.

**06/05- 02/06** **Pei Wei Asian Diner, Woodbury, MN**
**Store Manager**

Opened and operated a restaurant in a new market. Developed and implemented a flexible, organized and cost effective system of operation. Hired, trained and motivated a team of employees. Successfully operated a profitable restaurant while maintaining a high standard of customer service. Confronted challenges and crafted innovative solutions to the problems of opening a business in a new market. (1/11)

## FINANCIAL PLANNING SUPPORT ASSISTANT

Are you an established support professional looking for a new opportunity to apply your skills in a friendly and dynamic environment? Our goal is to educate and advise our clients as they navigate life's most challenging financial issues.

As a financial planning support assistant with a Reston, VA independent wealth management firm, your responsibilities will include: scheduling client meetings; preparing investment and insurance applications; reviewing client statements from multiple sources; inputting updated values into the appropriate planning software; conducting research; providing outstanding and personalized service to our valued clients; and preparing financial planning documentation.

The right candidate is capable of working as a team member of a highly efficient and quality-oriented firm to ensure compliance with exacting standards. The individual must be highly motivated and organized, committed to following systems, hard working, a practical thinker and able to see complex transactions through to successful completion over a period of time.

### KNOWLEDGE/SKILLS/COMPETENCIES REQUIRED

- FINRA Series 7 and 63 securities registrations in good standing.
- Life and Health-licensed in VA, MD and DC.
- Two to three years of experience in the investment industry; experience working with National Financial Services (NFS) processes and forms is a plus.
- B.A. or B.S. in business; Registered Paraplanner designation a plus.
- Proven customer service experience and the ability to communicate effectively with people across all levels of the business.
- Proficiency with computer programs, including MS Office suite, ACCESS, Advent, Argus, Value Line, S&P, Forefield Advisor and Morningstar Workstation.
- Proficiency in MoneyGuidePro financial planning software.
- Strong attention to detail and sophisticated organizational skills, including physical resources (such as files, manuals, etc.) and computer-based resources (such as calendars, appointments, client contact records, images, etc.).
- Broad knowledge of risk management and investment products (stocks, bonds, mutual funds, annuities, life, disability, and long-term care insurance).
- A self-starter who can work independently and as part of a team.

We offer competitive compensation, bonus potential and a comprehensive benefits package. Salary negotiable depending on experience and industry registration.

Please send qualifications including current resume to jredpath@vistaws.com. (1/11)

## ADMINISTRATIVE ASSISTANT NEEDED

Financial Planning and investment firm in Fairfax VA is seeking an Administrative Assistant/Planning assistant with experience in the Financial Planning field. Securities, Life, and Health licenses helpful, but not required. Our ideal candidate is an individual who has excellent written and verbal communication skills, is organized and able to manage competing priorities, who is proficient with the entire Microsoft Office Suite, and attention to detail is a must. This position is a support position to several Financial Planners in the firm and will include assisting in client case prep, running financial plans, speaking with clients, management of financial planning software, and other tasks associated with supporting our clients. Please fax your resume to Debbie at 703-764-9560 or e-mail to delardid@cjmltd.com 11/2010

## STUDY GROUPS RETURNING!

**BEGINNER (PRACTICE MANGEMENT):** This practice management concentration group is designed to cover best practice and operational topics. The mission of this study group is to help advisors and staff members to be effective, efficient and grow through systems and processes. Members should have one to five-years of financial advisory services. The group meets bi-monthly for two hours on a Friday. Please contact Bonnie J. Armstrong for additional information.

**INTERMEDIATE (INVESTMENT PLANNING):** This Intermediate Group is ideal for RIA and CFP® certificants. This group will focus on current and proposed rules, investment strategies, and important financial topics such as but not limited to retirement planning, estate planning in the ever evolving environment. They affect and effect advisors in servicing clients. The group will meet bi-monthly for two to three hours. A future meeting will be scheduled upon format of a core group. Please contact Bonnie J. Armstrong for additional information.

**ADVANCED:** This Advanced Group is ideal for CFP® certificants, financial advisory firm principals or key people of a financial planning firm, who have unique organziational challenges, in addition to an advisory rol to clients. Individuals should have a minimum of 10-years of experience in financial advisory services. The group meets quarterly for half a day. You may register by contacting Bonnie J. Armstrong for additional information.

**CONTACT INFORMATION:**

Bonnie J. Armstrong
Office Phone: (703) 378-2620
Cell Phone: (703) 819-8545
E-mail: Bonnie@StrongPracticeSolutions.com

**SHEFFIELD C. RICHEY**
**CFA, CFP, MBA, JD**
3203 Alabama Avenue, Alexandria, Virginia 22305
H: (703) 836-6827; C: (703) 200-6827 scrichey@comcast.net

**OBJECTIVES**

To work for a CFP planning firm or a CPA firm applying my over 15 years of portfolio wealth management and planning experience. To use my CFP and CFA certifications, as well as my MBA and J.D. degrees, in analyzing client goals and objectives in developing satisfactory and workable living, education, retirement, and estate plans. Also, to provide clients with cash flow analysis, income tax planning, and investment alternatives.

**PROFILE**

Highly motivated investment professional with over 15 years in the financial services business serving both high net worth and institutional clients. Possesses excellent oral and writing as well as client-relationship skills. A self-starter who nevertheless prefers to work in a collegial, team-oriented environment.

**PROFESSIONAL EXPERIENCE**

***Financial Consultant and Advisor,*** **Sheffield Richey Consulting,** Alexandria, VA 2009-present

- Review investments and make fixed-income mutual fund and ETF recommendations on operating and reserve funds of a major trade association.

***Portfolio Manager,*** **Burney Partners**, Reston, VA 2007-2009

*Burney Partners is a $150mm RIA primarily managing the equity investments of high net worth individuals*.

- Managed over 150 client equity accounts totaling $50 million in assets during stock market crash. **Results:** beat S&P 500 Benchmark by 200 basis points.
- Created a new qualitative system for performing final equity analysis in selecting portfolio stocks. Maintained a ninety-two percent client retention rate during a bear market.

***Adjunct Professor of Finance*** 2005-present

**University of Virginia-Falls Church; American University; Northern VA Community College**

- Developed Investments, Estate Planning, and Insurance courses for new CFP Program at University of Virginia-Falls Church.

Developed syllabi and conducted courses upper level undergraduate finance courses focused on Banking and Investments at American University.

***Full-Time Student,*** Georgetown University/Kaplan CFP-Board Approved Review Course 2006

- Finished Program with an A in every module.
- Took exam in March 2007 and passed.

***Senior Vice President,*** **Gilkison, Patterson Investment Advisors**, Alexandria, VA 2001-2004

*GPIA is a $600mm RIA wholly owned by Middleburg Bank with 80% of firm's assets invested in fixed-income securities*.

- Portfolio managed some 100 accounts for a Midwest university, personal trusts, and high net worth individuals totaling $150mm. These accounts were a combination of all-fixed, all-equity, and balanced portfolios.
- Established comprehensive program to provide in-depth analyses of potential and existing fixed-income and equity investments. Maintained 100% client retention in accounts managed.

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***Senior Vice President, Chief Investment Officer,* McGinn Investment Management**, Alexandria, VA 1999-2001
*McGinn is a $125 million Registered Investment Advisor managing equity investments of individuals.*

- Portfolio managed and was primary contact for all of firm's 400+ individual accounts including both personal and retirement accounts totaling $125 million. **Results:** Contributed to the firm's 10-year record which handily outperformed the S&P 500 index.
- Head of equity research supervising two junior analysts and several college interns.

***Vice President, Sector Portfolio Manager,* ASB Capital Management**, Washington, D.C. 1994-1999
*ASBCM was the largest Washington, D.C.-based pension fund manager with $10b in total assets*.

- Served as one of only three Sector Portfolio Managers managing $2b in equities.
- Researched mid to large-cap, primarily domestic, companies in the Capital Goods, Financial, Healthcare, Utilities, and Telecommunications sectors.
- Purchased and sold stocks in these sectors in pooled accounts with $2 billion in equity assets. **Results:** Became quite familiar with the analytics involved in evaluating companies in most of the S&P 500's major sectors. Also, became quite proficient in evaluating small cap companies
- Managed $32 million small cap equity fund.

**Vice President, First American Bank Shares/First Union Bank**
***Director of Metro Washington Portfolio Management for Trust Dept.***, McLean, VA, 1993-1994
*First American Bankshares was the largest D.C.-based bank holding company with $10b in assets*.

- Managed Metro Washington area's three senior portfolio managers and tracked their sales goals.
- Personally managed 50 major personal and institutional accounts totaling $50mm.

***Director of Global Equity Research/Senior Portfolio Manager***, Washington, D.C. 1990-1993

- Covered financial, consumer staples, consumer cyclical, and drug sectors worldwide.
- Co-managed five common equity trust funds with more than $500 million in assets.
- Managed staff of three equity analysts. **Accomplishments:** Broadened the bank trust department's ability to analyze equities in European, Asian, and Latin American markets and exchanges.

## EDUCATION

**Georgetown University**, Washington, D.C. (Full-time)
Masters of Business Administration
*Beta Gamma Sigma (Business Honors Fraternity), #2 in class*.
**Emory University**, Atlanta, GA
Doctor of Laws
*Co-founder and publisher of the Emory Law Times*.
**Yale University**, New Haven, CT
Bachelor of Arts; Russian History and English
Writer, *Yale Daily News*; Editor, *Yale Course Critique*.

## PROFESSIONAL AFFILIATIONS AND ACTIVITIES

- Chartered Financial Analyst (CFA); Member, CFA Institute.
- Certified Financial Planner (CFP); Member, FPANCA.
- Member, CFA Society of Washington, D.C. Served as Program Chairman of 12-member Program Committee, 2002-2005. **Results:** During which time membership increased 40%.
- Elected President, Treasurer, and Program Chairman of Washington Association of Money Managers. **Results:** Put organization on a solvent basis, while obtaining tax-exempt status.
- Member. District of Columbia Bar. 10/2010

**Yale J. Lewis**
2623 E. Meredith Drive
Vienna, VA 22181
H: (703) 242-1453

## EMPLOYMENT

*Compliance Specialist / Financial Planner* January 2010 To July 2010
**LPL Financial**
Fairfax, VA

- Updated branch office's Compliance procedures with existing LPL Financial Compliance rules in preparation for firm's annual compliance audit.
- Coordinated with OSJ Branch Manager and Operations Manager to address and correct past Compliance deficiencies.
- Systematized OSJ branch Compliance and Operations procedures.
- Used WealthVision (LPL Financial's customized version of eMoney) for comprehensive financial planning as well as client portal access to accounts and other reporting features.
- Utilized MoneyTree Silver for less sophisticated retirement plans.
- Met with clients to introduce and present our Financial Planning services, as well as work with them to complete their personal "Factfinders" and Investor Profiles.
- Analyzed securities using Morningstar Advisor Workstation.
- Generated paperwork required for both LPL Financial and Direct-business accounts.
- Completed various compliance, planning, and research assignments, as needed.
- Continued pursuing the Certified Financial Planner designation.

*Financial Planning Specialist* January 2009 To December 2009
**Campbell Wealth Management**
Fairfax, VA

- Provided Financial Planning and technical support to owner as well as Investment Specialist of Wealth Management firm.
- Used information gathered from client fact finders to create plans using MoneyTree as well as eMoney Financial Planning software programs.
- Analyzed clients' investments using Morningstar Principia and Informa PSN Enterprise.
- Created Excel spreadsheets of clients' current account assets, income sources, and other financial considerations
- Met with clients for periodic updates of their financial and retirement situations.
- Assessed clients' appropriate risk tolerance through use of Investor Profile questionnaire.
- Participated in the development of a Financial Planning Summary adopted by the firm for distribution to clients with whom I met.
- Participated in the development and ongoing distribution of the firm's Investment Policy Statement to clients.
- Administered firm's Required Minimum Distribution activity for clients over age 70.
- Spoke with prospective and current clients on various financial planning issues.
- Coordinated firm's Marketing/Advertising Compliance with LPL Financial.
- Performed miscellaneous planning, research, and compliance tasks, as situations arose.
- Used GoldMine Premium Edition client management system.

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*Senior Planning and Investment Technician /*
*Associate Director of Network Office Supervision (Compliance Officer)*
**Northwestern Mutual Financial Network** May 2004 To December 2008
McLean, VA

- Provided Financial Planning and case preparation support to Financial Representatives.
- Network office expert and training resource in the use of Northwestern Mutual's proprietary NaviPlan financial planning software {Personal Needs/Planning Analysis}.
- Modules covered retirement, education, life insurance, disability income, and asset allocation.
- Analyzed clients' investments using Morningstar Principia and Advisor Workstation.
- Built and monitored asset allocations for American Funds and NML annuity allocations.
- Generated required account opening, asset transfer, and switch forms, as well as trade tickets.
- Tracked processing of new and existing client accounts' paperwork, holdings, and activity.
- Joined Financial Representatives in investment-oriented client meetings and teleconferences.
- Back up to the Director of Network Office Supervision (Compliance Officer).
- Daily monitor of extra-office email correspondence and account trading.
- Conducted annual Financial Representative compliance interviews and client file reviews.
- Performed miscellaneous investment, operations, and compliance tasks, as circumstances arose.

*Client Service Specialist / Assistant Branch Manager*
**Charles Schwab and Company, Inc** May 2000 To May 2004
Reston, VA

- Coordinated the supervision of registered representative activity with branch manager.
- Generated daily, quarterly, and annual regulatory reports.
- Responsible for investment center operations compliance in absence of branch manager.
- Delegated client inquiries and sales opportunities to appropriate sales and support personnel.
- Assisted clients with paperwork associated with opening, maintaining, and updating brokerage and retirement accounts, including notarization and verification of customer identity.
- Engaged in operational procedures, including accepting cash and security deposits, asset transfer and other paperwork delivered to branch.
- Acted as primary liaison with outside service providers.
- Educated investors on investment-related issues, including asset allocation and retirement and college planning, as well as on the use of Schwab's on-line operational and research capabilities.

*Institutional Service Representative*
**ProFunds Advisors, Inc.** January 1999 To April 2000
Bethesda, MD

- Responded to inquiries from financial professionals who invest client assets in ProFunds.
- Investigated and resolved problems associated with shareholder accounts.
- Received and processed telephoned and faxed transaction and maintenance requests.
- Answered emails sent by investors via ProFunds website.
- Updated ProFund daily prices on website as well as on-line trading system.
- Coordinated fulfillment and miscellaneous issues with regional sales representatives.
- Used software packages such as Microsoft FrontPage and Office as well as ACT, Sungard Investar and Investar One.

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*Associate Financial Planner*
**Edelman Financial Services** September 1996 to November 1998
Fairfax, VA

- Supported Senior Financial Planner with current and prospective clients.
- Conducted Excel spreadsheet analysis of client circumstances in regard to retirement projections and asset allocation.
- Reviewed client investments, insurance, and estate planning needs.
- Made client-specific asset allocation and investment recommendations, selecting from company-approved list of mutual funds and variable annuities.
- Researched individual stocks and mutual funds, utilizing written and online sources.
- Responded to client and mutual fund family telephone inquiries.
- Completed necessary paperwork to establish and maintain client accounts in mutual funds, variable annuities, and brokerage accounts.
- Undertook miscellaneous projects as requested by Senior Planner, including computation of security cost basis, break-even analysis, and "what if" scenarios.
- Used software programs such as Axys, Brokers Ally, Microsoft Excel and Word.

*Personal Financial Advisor*
**American Express Financial Advisors** December 1995 to July 1996
Bethesda, MD / Vienna, VA

- Engaged in client acquisition activities, including personal networking and company-assisted prospecting methods.
- Met with clients in order to introduce them to company's services, gather personal information, present comprehensive financial plan, and offer products to meet financial objectives.
- Analyzed personal client data as they relate to the six major areas of Financial Planning: Net Worth /Cash Flow, Insurance, Investing, Taxes, Retirement, and Estate Planning.
- Implemented recommendations through the sale of financial vehicles such as mutual funds, annuities, certificates, and life, disability, and long term care insurance plans.

*Client Relations Manager*
**Schabacker Investment Management** December 1986 to September 1995
Gaithersburg, MD

- Acted as contact for over 500 client accounts, with total assets valued over $120,000,000.
- Serviced the needs of clients, including the generation of reports, the settling of discrepancies within accounts and the discussion of the firm's investment strategy.
- Spoke on the phone as well as met with prospective and current clients.
- Supervised small customer service staff.
- Served on company's investment committee, which authorized the buying and selling as well as the allocations of securities in client portfolios.
- Recommended specific trades executed in client accounts.
- Analyzed individual stocks held in client portfolios.
- Coordinated prospecting activities with marketing department and administrative record-keeping with operations department.
- Through utilization of expanded client contact program, cut annual termination rate from about 40% to approximately 10%.

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## EXAMINATIONS / LICENSES

NASD Series 7, 9, 10, 63, and 66
Registered representative and investment advisor agent
Virginia Life and Annuities Insurance License
Currently studying for **CFP** certification

## EDUCATION

*Masters of Business Administration* May 1986
**University of Maryland--College Park**
College Park, MD
Grade Point Average: 3.82 Honors: "Outstanding Student Award"
Member of Beta Gamma Sigma and Omicron Delta Kappa Honor Societies

*Bachelor of Arts* May 1984
**Vassar College**
Poughkeepsie, NY
Grade Point Average: 3.55 Graduated with "General Honors"

10/2010

## SEEKING FINANCIAL PROFESSIONAL

Established Fee-Based Financial Advisor in Tyson's Corner is looking for a financial professional to provide financial planning, research and trading for clients.

You will support the Financial Advisor with financial planning preparation and technical analysis for client meetings and interface with clients to fulfill ongoing client account requirements. In addition, you will work in research and fund trading for client portfolios. You should have a degree in finance or related and/or a minimum of 3 years experience in the financial planning profession, CFP® designation preferred.

Must be dedicated to providing the highest level of customer-service, possess strong follow up and follow through skills, demonstrate strong communication skills both verbal & written and have an understanding of financial, tax, investment, insurance and estate planning issues and techniques. Knowledge of qualified retirement plans is a plus. Must be willing to work smart and hard and enjoy celebrating success.

Qualifications:
• Bachelor's degree in finance/business and minimum of 3 years experience in financial planning for high net-worth families and individuals
• Certified Financial Planner CFP® preferred
• Client-centered and detail-oriented
• Strong interpersonal, verbal and written communication skills required
• Ability to multi-task, and work both independently and as part of a team
• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
• Proficiency in financial and other spreadsheet software programs preferred

Our firm believes in caring for those who help us succeed; not just with compensation, but ownership as well. Strong opportunities for career growth.
This is a great position for those wishing to excel in the financial planning profession. Salary commensurate with experience in range of $50,000 to $70,000 to start. Those with an existing book of business will be paid more. Please email us your contact information at mmeloon@firstphc.com or call us at 703-821-5554. 10/2010

# ASSOCIATE POSITION

A leading Tyson's Corner based fee-only wealth management firm is looking for a client-centered associate. We are looking for the right person to compliment our team and our clients.

Job Purpose: Maintain efficient office operations and provide a superior client service experience.

Primary Responsibilities:
-Responsible for fostering client relationships by scheduling office appointments, managing telephone contacts and processing service requests.
-Responsible for supporting advisors with operations activities.
-Maintain database and records in client relationship management software and document imaging software.
-Facilitate efficient office operations including working with vendors and other professionals.
-Answer telephone calls and greet clients in our office.
-Assist with preparation of client reporting documents.
-Maintain a high level of client confidentiality
-Maintain a professional dress code.
Secondary Responsibilities:
-Assist with marketing initiatives.
-Lead or assist with process and system improvement projects.
-Process and reconcile daily investment data downloads.
-Other duties as assigned.

Ideal candidate would:
-Have Bachelor's Degree in finance, economics, communications, or equivalent industry experience
-Have experience in client relations and financial administrative work
-Have excellent computer skills, including Microsoft Office and the ability to learn new technologies.
-Have experience working with Junxure CRM, Morningstar Advisor Workstation and/or Schwab Technologies - Portfolio Center and CEO Image Systems.
-Demonstrate good communication skills (oral and written) while maintaining cheerful and positive attitude
-Be detail oriented, punctual, reliable and highly organized.

This person could develop into a Para planner or financial planning assistant role for the right candidate.

We offer a competitive salary, incentive program, and benefits package. To be considered, you must submit all of the following: Cover letter, resume, salary history, and answers to the five questions below in electronic form to tskoehl@hotmail.com.

What are the most important three things for which you are looking in your next position?
What are the three things you would want to avoid in your next position?
If you could create your "ideal" job, what types of opportunities, responsibilities and work environment would you build around your "ideal" job?
What are some of your key goals in the next two years, next five years and next ten years?
If you were me, what should I have asked you and why? (In other words, list your question and answer it.)

Submissions without the cover letter, resume, salary history and responses to the above questions will not be considered. 11/2010

YEAR 2011: OFFICERS & DIRECTORS

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*Alpha Financial Advisors, LLC*

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*Ameriprise Financial Services*

**TREASURER**
Ryan Fleming, CFP® 202-887-8135 ext.234
*Armstrong, Fleming and Moore, Inc.*

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*Armstrong, Fleming & Moore, Inc.*

**EXECUTIVE DIRECTOR**
Peggy Nelson 703-620-1712
*FPA National Capital Area*

**ADMIN ASST**
Katie Palmer

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