



## 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<sup>th</sup> 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](http://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<sup>th</sup> 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<sup>th</sup> 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](mailto:PeggyNelson8@verizon.net). Thank you!

**Mahak Nagpal**  
mn6ca@virginia.edu  
USA Cell 1-980-226-7780

<b>EDUCATION</b>	<b>University of Virginia</b> , Charlottesville, VA, USA. Batch: May 2013 Major: Economics and Psychology <b>The International School Bangalore</b> , May 2009 <b>Methodist Girls' School</b> , Singapore, April 2005	
<b>EXPERIENCE</b>	<b>Hongkong &amp; Shanghai Banking Corporation (HSBC)</b> <a href="http://www.hsbc.com">http://www.hsbc.com</a> Intern, LS Pasupathi's Office (Private Banking), Bangalore, India	Summer 2010
	<b>Hongkong &amp; Shanghai Banking Corporation (HSBC)</b> <a href="http://www.hsbc.com">http://www.hsbc.com</a> Intern, Colin D'Souza's Office (Premier Banking), Bangalore, India	Summer 2010
	<b>Kotak Wealth Management</b> Bangalore, India <a href="http://www.wealthmanagement.kotak.com/">http://www.wealthmanagement.kotak.com/</a> Intern, Shinil Chenchery's Office, Bangalore	Summer 2008
	<b>ReadiMinds</b> Bangalore, India <a href="http://www.ReadiMinds.com/main.htm">http://www.ReadiMinds.com/main.htm</a> [Online Security Software Company] Intern, Human Resources Department	Summer 2007
<b>AWARDS</b>	<b>UVA Office of the Dean of Students'</b> Blueprint Emerging Leaders' Program [Award]  <b>Hongkong &amp; Shanghai Banking Corporation (HSBC)</b> Recognition of Outstanding Contribution by an Intern.	
<b>LEADERSHIP</b>	<b>University of Virginia Singapore Students' Association</b> Treasurer Manage a budget of USD 2000	April 2010–Present
	<b>University of Virginia Students' United for Business (SUB)</b> Project Manager Create and manage various business-related events intended for the larger University community.	September 2010–Present
	<b>University of Virginia Madison House</b> Charlottesville, VA Site Leader, Cavaliers Care Programme	
<b>ACTIVITIES</b>	<b>Volunteers with International Students and Scholars, and Staff Program (VISAS)</b> <a href="http://www.virginia.edu/provost/caelc/volunteer.html">http://www.virginia.edu/provost/caelc/volunteer.html</a> Classroom Consultant	
	<b>National Survival Swimming Award, Singapore Sports Council</b> Silver and Bronze	
<b>LANGUAGE SKILLS</b>	Classroom training in Hindi from Grade 1 through Grade 12; Currently being trained in Mandarin (Chinese).	(5/11)

## PART TIME INTERSHIP POSITION

**The Financial Planning Association™ of the National Capital Area (FPA NCA)** is seeking a part-time intern to assist in the implementation of the marketing plan for the Chapter's 2012 Annual Winter Symposium – Estate, Tax and Financial Planning for High-Net-Worth Aging Clients! The FPA NCA seeks to strengthen relationships with CFP® student candidates through mentoring, connecting and sharing.

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### DESCRIPTION

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- Work remotely, must have a computer and internet access
- 8 week internship, to begin after April 1 and conclude before July 15, 2011
- 5-10 hours per week, flexible days and time

In lieu of monetary compensation, intern will receive:

- All expenses paid trip to attend the **2012 FPA NCA Winter Symposium** (\$650 value)
  - Includes registration fee; meals; one night hotel accommodations (standard room); and up to \$250 out-of-pocket travel expenses
- Paid one-year [Full-Time Student FPA® membership](#) (\$35 value)

### DUTIES

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- Collaborate using a cloud project management application
- Write confirmation letters to speakers
- Write internal and external communications outlined in the marketing plan
- Write guidelines for corporate partner – sponsors about exhibiting at event
- Identify industry media event calendar web sites and social media sites to post event
- Research allied professional chapters/councils in region to promote event

### QUALIFICATIONS

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- Candidate must be a full-time undergraduate student, enrolled in a CFP® Board-Registered Undergraduate Program
- Ideal candidate will have excellent writing, grammar, and communication skills
- Ideal candidate will have a strong desire to foster the value of financial planning and pursue a career in the financial planning industry

FPA NCA is a preeminent organization for financial planning professionals in the Washington, DC area including the District of Columbia, suburban Maryland and Northern Virginia. The FPA NCA provides a forum for education and career development for over 800 members while adhering to the highest ethical and professional standards. [www.fpanca.org](http://www.fpanca.org). Please email your resume to Christine Parker, CFP®, chair of the FPA NCA 2012 Winter Symposium at [cparker@pfadvisers.com](mailto:cparker@pfadvisers.com). (4/2011)

## ADMINISTRATIVE ASSISTANT OPENING

### Company Overview:

Finigan Financial Services, LLC is an independent registered investment advisory and financial planning firm. We provide systematic, comprehensive financial planning and investment management services as well as access to traditional brokerage services.

### Position Summary:

The Administrative Assistant will support a small sized company and perform basic office functions such as routing calls, filing, imaging, scheduling and confirming appointments, periodic mailings and account processing. The Administrative Assistant will also assist in computerized database updates, new account setup, and meeting preparation.

The position requires daily client contact and the incumbent must process incoming and outgoing correspondence and maintain the organization of client files, refunds, receipts, logs, etc. The position requires the individual to be resourceful, detail oriented and possess exceptional organizational skills. Individual should have outstanding Customer Service skills and the ability to correctly and efficiently prioritize, task, or resolve customer requests.

This is a full-time position requiring 40 hours per week.

### Preferred:

- 1-2 years administrative experience in financial services field
- Working knowledge of Microsoft Office Suite, including Word, Excel and Outlook

To apply: Forward cover letter, resume, and salary requirements to [Lanie@finigan.net](mailto:Lanie@finigan.net) or via fax: 703-749-8588.

4/2011

## FURNITURE DONATIONS NEEDED!

Our Daily Bread is moving! Which is very exciting but presents a challenge.

We need to furnish our new office almost completely. (If you saw our current furniture, you would see why!)

Do you know of a company that is downsizing or looking to donate the following?

4 Cubicles for Open Area, 62"x62" each - 1 Reception Cube, approx. 96"x62"

2 Office Area Cubes, 62"x62" each or a little larger - 8 Workstations or call stations, 36"x30"

10 Small folding tables for Multipurpose Room, 2'x4' each - 30 stackable Chairs

7 Shelves for Food Pantry, metal 24"w x 3'l x 80" tall - 7 rolling desk chairs

1 L-shaped desk and hutch - 1 6 person conference table

We are looking to transport furniture around May 1, 2011. Thanks for your help.

Lisa Whetzel - Lisa Whetzel [[exdir@odbfairfax.org](mailto:exdir@odbfairfax.org)]

Executive Director

Our Daily Bread, Inc.

10777 Main Street, Suite 320, Fairfax, VA 22030, 703-273-8829, [www.our-daily-bread.org](http://www.our-daily-bread.org)

**Joyce Brooks**

703-536-8249

703-300-1868 Cell

[poodlefans@gmail.com](mailto:poodlefans@gmail.com)

**Objective:**

Detail-oriented, reliable candidate seeks a support position with a financial planning and services organization.

**Education:**

**Completed the Executive Certificate in Financial Planning program at Georgetown University Center for Continuing and Professional Education September, 2008. Passed the CFP Certification Examination.**

B.S. Business and Management, University of Maryland University College

**Current Employment:**

**January, 2010 to Present:** Practice Administrator for a Certified Financial Planner. Facilitate preparation, submission and completion of financial planning, investment and insurance paperwork. Provide client service, calendar management, appointment preparation and documentation of advisor-client interaction.

**Prior Employment:**

**Assistant to Business Manager, Immanuel Christian School** (part time), Springfield, Virginia. Assisted in payroll, accounts payable and receivable functions. Provided other general support to Business Manager. Utilized Word, Excel spreadsheets and have some experience with Peachtree accounting software.

**Loan Officer, USDA.** Developed lending regulations for community facilities in rural areas. Processed loans from application to approval for community facilities and rural telephone cooperatives and companies. Conducted borrower compliance visits.

**Volunteer Experience:**

Served as church treasurer for three years, administering an annual budget of \$2,000,000.

Worked with the Development Office of Fork Union Military Academy, creating promotional items. (4/11)

**SEARCHING FOR CPA**

May & Barnhard, PC, a growing CPA, tax, financial planning and divorce litigation support firm in Bethesda, MD is looking for a CPA for individual tax, divorce-related tax and financial planning (fee only) position. CFP a plus (will sponsor), minimum 5+ years experience (public accounting or substantial individual tax), full time, flexible hours, competitive compensation and benefits package, including parking, 401(k), profit sharing plan and individual health insurance, etc.

Please email your resume and cover letter to [dmay@may-barnhard.com](mailto:dmay@may-barnhard.com) and [czagorski@may-barnhard.com](mailto:czagorski@may-barnhard.com). 5/11

## WEST FINANCIAL SERVICES JOB DESCRIPTION

**TITLE:** Portfolio Manager

**REPORTS TO:** Director of Portfolio Management

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### **GENERAL SUMMARY:**

The Portfolio Manager is responsible for actively managing a client portfolio using mutual funds, individual securities or a combination of both, and monitoring the performance of client accounts.

### **MAJOR JOB ACCOUNTABILITIES:**

1. **Investment Policy:**  
Participates in the development of short and long-term investment policies and strategies based on management investment philosophy and client investment objectives. Participates in Investment Committee meetings and decisions as well as contributes to Daily Strategy meetings. Performs a periodic review of team client accounts to monitor performance, maturing securities, cash balances, and rebalancing to target allocations.
  
2. **Portfolio Management:**  
With the Director of Portfolio Management or Team Leader, determines the investment strategy to be outlined in the Investment Policy Guideline for each account; implements the investment strategy; monitors the accounts to ensure the asset allocation is maintained within the parameters set forth; monitors portfolio performance and recognizes gains and losses; assists in ongoing portfolio communication; submits portfolio changes to trader; and prepares for and conducts periodic investment reviews with clients.
  
3. **Business Development:**  
Cultivates and maintains relationships with numerous sources of new business, including company officials, attorneys, accountants, and other centers of influence. Meets with prospects to explain company services. Prepares and delivers proposals to prospective clients.
  
4. **Market Research:**  
Keeps informed of developments in the security markets; follows specific company news and industry sector trends; uses fundamental and/or technical research to arrive at sound and timely investment decisions. Performs security research as directed by the Director of Equity Research or per client request.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Position requires a bachelor degree or higher in finance or related field and a thorough knowledge of U.S. Treasuries, agencies, municipal bonds, stocks, and mutual funds. Also requires a progression towards a CFP® CFA, CPA or similar designation with strong industry experience. A minimum of three years work related experience is required, including experience in equity investments and asset allocation principles.
2. Work requires regular internal and external contacts to carry out the company's policies and programs.
3. Ability to effectively express ideas orally and in writing, prepare business correspondence, summarize complex reports, write procedures, and interpret complicated policies. Also involves making verbal presentations and recommendations.
4. High level problem-solving skills are required; problems are technically complex and require the collection, interpretation, and analysis of data from diverse sources.
5. Excellent computer skills including Excel, Word, and PowerPoint. Experience with Morningstar, Advisor Workstation and Axy's a plus.

(5/11)

## CFP WANTED FOR ESTABLISHED FIRM

Financial Advisory Firm in business for 31 years is seeking to hire a CFP to join their firm. This job has salary and benefits. The firm is an SEC registered RIA and is also a Branch Office of Raymond James Financial Services. The location is Glen Echo, MD (2 miles from Washington, DC). If interested e-mail resumes to [Janice@lawandassociates.com](mailto:Janice@lawandassociates.com) or FAX to 301-229-8504. (3/2011)

## 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® certificant. 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® certificant, 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](mailto:Bonnie@StrongPracticeSolutions.com)

## KEEL POINT

### Family Office Technical Associate

Keel Point, one of the nation's premier boutique and entrepreneurial Multiple Family Office and Private Wealth Management firms, seeks a Technical Associate to join our family office team. This is a unique opportunity with a dynamic advisory company. We are proud of our hands on, professional and expert service we provide to highly affluent domestic and international families.

The Technical Associate will work with the Technical Manager to provide back office support for the Family Office Wealth Advisors and Family Representatives. The Technical Associate will assist with various client reporting, tax planning, estate planning and general administrative items as needed.

The ideal candidate will have a Bachelors Degree and at least three years work experience, and will be highly professional, extremely organized, detail oriented and proficient in Microsoft Excel.

For a complete job description, please email [edaniels@keelpoint.com](mailto:edaniels@keelpoint.com) Please include the job title in the subject line of your email.

2/2011

**PLEASE SEND PEGGY YOUR JOB PLACEMENT ADS, OR YOUR JOB SEEKING ADS FOR OUR CLASSIFIED CONNECTION NEWSLETTER, PUBLISHED ON THE FIRST OF EACH MONTH!**

**WE HAVE HEARD POSITIVE SUCCESS STORIES FROM PEOPLE PLACING ADS IN THIS NEWSLETTER!**

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