

ELIZABETH FAN

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EDUCATION

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

Bachelor of Science: Business Information Technology, DSS (expected graduation date: May 2016)

Minor: Professional Writing

Overall GPA: 3.79

Doing Business in Europe Study Abroad, Dijon, France and Münster, Germany, May 2013- July 2013

EXPERIENCE

Federal Technology Risk Advisory Intern, Deloitte & Touche LLP, June 2015- July 2015

- Developed a robust access provisioning tool to enforce segregation of duties for IT systems, which contributed to the overall security and compliance of the technical environment
- Performed a detailed analysis of over 130 system users for 2 major application to identify potential vulnerabilities due to conflicting system access roles
- Coordinated with key system stakeholders to gather critical data related to confidentiality and integrity of IT systems based upon industry standard regulations

Technology Analyst Intern, Accenture Federal Services, June 2014- August 2014

- Rotated through agile projects that improve the USPS customer experience on online/mobile platforms
- Collaborated with different team members on projects in the testing and design phases of the Systems Development Life Cycle (SDLC)
- Supported the Customer Acceptance Testing (CAT) phase by developing CAT documentation and test scripts

ACTIVITIES

Alpha Phi Omega, National Service Fraternity, September 2013- Present

- Performs 45+ service hours per semester for nation, community, campus, and fraternity
- Embodies the cardinal principles of leadership, friendship, and service

Pamplin Leadership Development Team, February 2013- February 2016

Corporate Relations Committee Member, November 2014- February 2016

- Designed sponsorship packet to entice potential companies to invest in the Business Leadership Center
- Represented PLDT through recruiting companies to the conference
- Acted as a liaison between the team and company recruiters

Vice President of Finance, February 2013-November 2014

- Established team's budget and managed financial records of all cash flows
- Collaborated with a diverse team in making executive decisions

Business Horizons Planning Team, October 2012- October 2015

Publicity Committee Chair

- Coordinated and designed all marketing materials, such as flyers, posters, and signs
- Reported on committee updates in meetings
- Facilitated the general execution of the Business Horizons career fair

AWARDS & ACHIEVEMENTS

- Dean's List, 7 semesters, Fall 2012- Fall 2015
- R.B. Pamplin Scholarship, 2012- 2013

SKILLS

- HTML, CSS, Bootstrap, HTML KickStart, Adobe Photoshop, Adobe InDesign, Java, Access
- Speaking fluently in Mandarin Chinese