

Treven M. Williamson

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ASPIRING ACCOUNTANT & CMA

Bookkeeping and Customer Relations

Reliable, resourceful, and driven to learn. Aspiring Accountant and full-time student in my Senior year at Sam Houston University (I only have 3 courses left). I have experience in customer service and data entry in Excel. Currently looking for a job, preferably related to Managerial Accounting.

EDUCATION

Bachelor of Accounting in Progress - Sam Houston State University, Conroe, TX 2022 – Present

I have completed courses in Intermediate Accounting I & II, Cost Accounting, Intermediate Business Analysis, Federal Taxation, AIS, MIS, Business Law, Operations Management, Principles of Marketing, Macroeconomics, Microeconomics, and Excel.

Associates of Arts - Lone Star College, Conroe, TX 2020 – 2022

WORK EXPERIENCE

Customer Service Representative - The Home Depot, Anchorage, AK 2019 - 2020

- Promptly responded to customer enquiries in person or via phone.
- Calmly resolved customer concerns and complaints.
- Worked with co-workers to fulfill customer paint orders to specification.
 - Maintained paint department stock and shelving.

Receiver - P.E.M. Tooling, Conroe, TX 2017 - 2018

- Kept record of the quantity and value of shipments that came in and out of the company with Excel.
- Collaborated with team to quickly handle customer orders.
- Created and detailed products following strict instruction on expensive high tolerance parts.

PROFESSIONAL SKILLS

- Microsoft Excel Certified by Certiport
- Mastery of Microsoft Office programs (Word, Access, & PowerPoint)