**Susan G. Williamson**

6014 SW View Point Terrace 435.659.1896

Portland, OR 97239 susangwilliamson@gmail.com

**Statement Summary**

A highly motivated, educated, and professional with extensive experience in retail and customer service relations.

**EDUCATION**

Keller School of Management at Devry University Current

***Master’s of Business concentration in Finance and Project Management***

*Relevant Coursework:*

|  |  |  |
| --- | --- | --- |
| -Quality Management Systems- Six Sigma, Lean | -Marketing Management | -Project Management |
| -Managerial Accounting | -Contracts and Procurement | -Mergers and Acquisitions |
| -Entrepreneurial Finance  -Business Economics | -Legal and Ethical Business Issues in Energy Management  -Managerial Finance | |

Appalachian State University 2002

***Bachelors of Science in Industrial/ Construction Technology***

* Concentration in energy efficiency and renewable energy technology
* Minor in interior design
* Faculty included the founders of Southface Energy Institute in Atlanta, Georgia
* Key Points

|  |  |  |  |
| --- | --- | --- | --- |
| -Extensive R&D work in building science and performance | -Construction costs and timeline estimating | -Mechanical systems installation and testing | |
| -Materials R&D | -AutoCAD Drafting and Design | -Building code development |

**RELEVANT WORK EXPERIENCE**

Wasatch Garden Works  Sandy, UT 2010-2011

*Landscaper*

This hard work required patient preparation of the soil, fine attention to detail, and meticulous control errant vegetation. I established a great rapport with our clients, encouraging courteous and respectful behavior towards our clients. I also learned a great deal about plants during this time.

Heliocentric  Brighton, UT

*Solar Installer/Window Sales* 2008- 2009

My responsibilities at Heliocentric included assisting in PV and water heat panel installation, ensuring proper HVAC and HRV duct layout and install, and installing smart house circuitry. I was then appointed as the company representative for Serious windows, and worked closely with architects, builders, and clients to ensure quality. I was responsible for constructing detailed purchase orders and tracking each step of the process through installation.

Celilo Restaurant and Full Sail Brewing Company  Hood River, OR 2009

*Server*

I worked for Celilo and Full Sail in Hood River during the summer of 2009. As an expeditor at Celilo, it was my responsibility that food leave the kitchen on time and to the appropriate table. It was a high stress position and required a great deal of finesse between front house and back house staff. At Full Sail I was a member the very busy wait service team, with extremely high volume and constant flow of customers. I excelled greatly at both of these and performed my duties with excellence.

Silver Mountain Sports Club  Park City, UT 2005-2006

*Membership Director*

As the Membership Director, I maintained and improved the database of members. It managed account collections and streamlined operations of delinquent payments during my tenure. I made a significant impact on the accounts receivables and was awarded for my excellence before moving on to work for Ski Patrol.