

Demetrious Dion Faulk

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Education

Virginia State University, Colonial Heights, VA

Bachelors of Math in Economics

Academic Honors: Dean's List all semesters in attendance, Member of the Golden Key International Honour Society top 15% of graduating class

Tidewater Community College, Norfolk, VA

Associate of Science in Business Administration, August 2009 – December 2011

G.P.A: 3.0/4.0

Professional Experience

Accounting Intern, May 2013 – August 2013, City of Norfolk Government, Norfolk, VA

- Responsible for auditing select areas of balance sheets and income statements
- Daily preparation of assistance requests, and appropriate follow-up and evaluation
- Monthly financial statement reviews and analysis
- Assisted with general accounting month-end closing procedures
- Answered phones
- Set appointments
- Worked on multi- million dollar projects

Warehouse/Electronic Associate, May 2013- August 2013, Walmart, Chesapeake, VA

- Stocked merchandise in proper area
- Worked Cashier

Sales/Stock Specialist, September 2011 – January 2013, TJMAXX, Virginia Beach, VA

- Supported store team with efficient control and processing of inventory from delivery to floor
- Tracked and communicated all in transit shipment information to the visual and management team
- Implement methods and systems to house product for easy access by all staff

Customer Service Representative, December 2010 – August 2011, Norfolk International Airport, Norfolk, VA

- Performed service recovery measures when appropriate to protect the customer experience
- Acted as liaison with the call center team in delivering all elements of the passengers experience
- Acquired and displayed excellent knowledge of airport and procedures

Coursework: Principles of Finance(projected return on investment etc.), Principles of Marketing(Advertising, building a brand), Principles of Accounting(Budgets, Taxes ,Business Functions), Principles of Management(Managing People and Managing Yourself), Microeconomics(Supply and Demand), Macroeconomics(Gross National Product)

Skills/Qualifications

Proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint)

Proficient in QuickBooks

1 year Treasurer for the Men of New Water Inc. 2014-current

Member of the Golden Key International Honour Society