**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

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| * 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