

Levi Soller

Levi.soller@gmail.com | www.linkedin.com/in/levisoller
(678) 815-7163 | Roswell, GA

SKILLS

- Proficient in Microsoft Office Excel, Word, and PowerPoint
- Grasps new concepts, methods, and ideas quickly and efficiently
- Very detail oriented, organized, and precise
- Resolves every obstacle with a cheerful outlook

EDUCATION

Georgia State University | J. Mack Robinson College of Business

Atlanta, GA

- Bachelor of Business Administration in Finance and Accounting
- Associate of Science in Business Administration
- Overall GPA: 3.79 | Major GPA: 3.83
- Alpha Beta Gamma Honor Society Member

Jan 2019–Dec 2020
Aug 2017–Dec 2018

Certifications

- Bloomberg Marketing Concepts: Core Concepts
- Bloomberg Marketing Concepts: Portfolio Management

Dec 2019
Dec 2019

RELEVANT EXPERIENCE

Accounts Payable Intern | Southern Healthcare Management LLC

Atlanta, GA

- Verified accuracy of 1500+ vendor bills and other accounting documents monthly
- Investigated questionable or contradictory differences and report issues to the appropriate individual
- Processed 40+ credit memos and expense reports weekly

Apr 2019 – Aug 2019

Data Entry Operator | Bottom Line Insurance

Johns Creek, GA

- Consolidated customer insurance data into an online database to ensure organization

Nov 2014 – Mar 2015

OTHER EXPERIENCE

Package Handler | United Parcel Service

Roswell, GA

- Loading packages at a very high volume of 250+ packages per hour
- Ensure packages are placed on correct trucks

Oct 2019 – Present

Copy & Print Specialist & Logistics Associate | Office Depot

Roswell, GA

- Provide excellent customer service assisting with full service, high volume custom printing
- Prioritize, schedule, design and prepare print jobs and other services to meet customer satisfaction
- Developed methods to become more efficient while unloading and stocking 5+ freight pallets weekly

Jan 2017 – Aug 2020

Customer Service Representative | Philips Healthcare (Randstad Contract)

Alpharetta, GA

- Navigated between multiple applications (Salesforce, SAP, etc.) and keyed data quickly to accommodate client requests
- Suggested and designed proposals for the customer service team to improve collaboration and efficiency

Feb 2017 – Aug 2017

Self Employed | Levi's Landscaping & Pressure Washing

Roswell, GA

- Advertised and scheduled home improvement services upon customer requests

May 2007 – Aug 2015

VOLUNTEER EXPERIENCE & ACCOMPLISHMENTS

Eagle Scout

Norcross, GA

- Earned 43 merit badges and finished all requirements over seven years of active scouting
- Designed and managed a service project for a local Middle School

Dec 2014

Full-time Missionary | The Church of Jesus Christ of Latter-Day Saints

Colorado Springs, CO

- Planned, organized, and taught daily lessons to families and individuals for 63+ hours weekly
- Performed community service for 10 hours weekly
- Built a spreadsheet to improve daily productivity by 20%

Jan 2016 – Nov 2016

Mormon Helping Hands

Tuscaloosa, AL and Panama City, FL

- Aided in Hurricane Michael clean-up in Panama City, Florida
- Assisted community members in Tuscaloosa, AL tornado clean-up

Oct 2018
May 2011

Atlanta Half Marathon

Atlanta, GA

- Participated in the Atlanta Half Marathon on three occasions

2012 | 2013 | 2015