

WILLIE C. BURTS, III

Professional Summary

Offering solid foundation in accounting principles and a strong desire to learn and grow in professional environment. Eager to offer understanding of financial reporting and data analysis, along with proficiency in accounting software. Ready to use and develop these skills in an accountant role.

Accomplishments

Managed budgeting for a successful school event, collaborating with peers to allocate resources effectively and meet the fundraising target through strategic financial planning.

Work History

Que Technology Group - Intern

07/2024 - Current

- Attend team-building activities and website visits to gain industry insights
- Participate in networking events and technical training sessions to enhance professional skills
- Developed organizational skills through managing multiple tasks simultaneously while adhering to strict deadlines.
- Gained valuable experience working within a specific industry, applying learned concepts directly into relevant work situations.
- Gained hands-on experience in various software programs, increasing proficiency and expanding technical skill set.

Inovative Senior Solutions - Administrative Assistant

Americus, GA

08/2024 - 01/2025

- Managed expense reports for executive staff members, ensuring accurate documentation of spending for budgeting purposes.
- Assisted with human resources tasks such as updating employee files
- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationships.
- Answered multi-line phone system, routing calls, delivering messages

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📍 Americus, GA 31719

Skills

- Teamwork and collaboration
- Quick learner
- Attention to detail
- Problem-solving
- Multitasking and organization
- Goal-oriented mindset

Education

Expected in 05/2028

Georgia Southwestern State University

Americus, GA

BBA: Accounting

05/2024

Sumter County High School

Americus, GA

High School Diploma

- Honoree of Salutatorian

to staff and greeting visitors.

- Coordinated office supply inventory management, proactively ordering necessary items before depletion to avoid workflow disruptions.

Southern Wholesale Glass - Draftsman

08/2023 - 12/2023

- Developed CAD drawings from hand sketches, verbal instructions, and site visits.
- Reduced errors in drawings by conducting thorough reviews of specifications provided by clients or stakeholders.
- Calculated dimensions and allowances with accurate precision for project specifications.

Skills Certifications

- Attention to Detail
- Technologically literate
- Adaptability
- Excel Proficiency
- Communication

