

## David Williamson

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### Home Address

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### Campus Address

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## OBJECTIVE

A long term career with opportunity for advancement within the company.

## EDUCATION

**The College of William and Mary**, Williamsburg, Virginia

B.B.A. in Marketing, May 2014

Minor in Psychology

G.P.A.: 3.0 in major

## EXPERIENCE

**Comprehensive Rehab Services, Inc.**, Norfolk, VA

Summer 2013

### Senior Marketing Intern / Collections Associate

Duties as a Marketing Intern included: concept and design of advertisements to be placed in nationally distributed magazines, assisting the Marketing Director in the development and implementation of a new marketing strategy, and working with clients to secure new contracts brought about by the new strategy. Duties as Collections Associate included: design and implementation of a new collections department and automation of the previous department through the personal installation of an office computer network. Efforts in collections on "BAD DEBT" and "UNCOLLECTIBLE" accounts saw income for the company in excess of \$2,500 over the course of two months.

**Wheat First Securities**, Newport News, VA

Summer 2013

### Summer Intern

For eight weeks assisted the Managing Director in performing various duties, including: calling clients with securities information, organizing and producing portfolio valuation reports for clients, and using a software program to interpret data from the Wall Street Journal to forecast market trends.

**Papa John's Pizza**, Williamsburg, VA

Fall 2012 - Spring 2013

### Assistant Shift Leader

Initial duties with the company were as a delivery person. Later responsibilities as ASL included: minor bookkeeping, "cashing out" other drivers, bank deposits, and other closing duties. This job strengthened my ability to work well under pressure while maintaining excellent customer service; however, its main purpose was to provide income during the school year.

**Atlantic Service Corporation**, Virginia Beach, VA

Summer 2012

### Manager / Sales Representative

Early responsibilities included delivering sales contracts to customers' homes, explaining the sales agreement, collecting down payments, and some telemarketing. Later responsibilities included the selection, training, and supervision of 8-10 high school students in the Student Work Program, which provided valuable managerial experience. Great emphasis on teamwork and efficiency.

**Psychiatric Associates, Ltd.**, Portsmouth, VA

Summer 2011

### Medical Billing Assistant

Researched accounts and located overdue balances on a computer database, contacted numerous insurance representatives and clients, and through those contacts and close work with the senior billing manager, helped collect over \$200,000 over the course of two and a half months. Gained further experience in insurance claims filing and meeting assigned deadlines.

**Professional Medical Management Co.**, Norfolk, VA

Summer 2008 & Summer 2010

### Medical Billing Researcher

Enhanced computer skills on an MTI system, learned the basics of insurance claim filing, performed general office duties, and learned valuable skills associated with any successful business.