

Ahmaun Williams

2202 Dayton Street Aurora, Colorado 80010 | (720) 276-6964 | Amony13@aol.com

Professional Summary:

I have over eight years of experience in conciliatory accounting, accounts and notes payables and administration, and I am seeking a parsimonious germane employer to venerably utilize the skills and experience that I have gained over the years professionally on a full time base.

Certifications, Clubs & Honors:

Journalism Club Writer and Editor, Stevens-Henager College, 2013/14; Steven Henager College, 2013; Soft Skills Certificate (Seminar): First Impressions, Integrity at the Workplace, Work Ethics, Flexibility and Adaptability, Problem Solving, and Communications, Stevens Henager College, 2013; Business Level One Examination (69%), 2013, Stevens-Henager College; Diversity: A Business Imperative, Westwood College, 2013; Presidents List Stevens-Henager College (3.92), 2013; Honor Roll Stevens-Henager College (3.55), 2013; Dean's List Stevens-Henager College (3.84), 2013; Presidents List Stevens Henager College (3.92), 2014; Moot Court Quarter Finalist, Baylor School of Law, 2006; Outstanding Senator, YMCA Youth in Government, 2004/05; Senate Majority Leader, YMCA Youth in Government, 2004/05; Denver Healthy People 2010, Denver Department of Environmental Health, 2004/05; Interview Finalist, Daniels Fund Scholars Program, 2004-05

Recent Professional Work Experience:

Coram, DPI Foods, Robert Half Accounting Temps (Contract); 4/2014-5/2014

- Accounts and notes payables invoice matching
- Accounts and notes payables invoice processing
- Accounts and notes payables sorting and check processing
- Invoice printing, processing and sorting

Arrow Electronics, Accounting Principles (Contract); 12/2013-2/2014

- Accounts and notes payables invoice reconciliation and processing
- Accounts and notes payables invoice tracking, reporting, and matching
- Accounts and notes payables check processing and expense report processing
- Respond to non-trade employee emails and resolve payment and coding problems

Westwood College (Full-Time); 06/2013-11/13

- Process, awards and track financial aid funds
- Compile institutional financing loan contracts for students
- Write loans, grants, and cash payments for disbursement
- Calculate Pell grants and other financial aids for students
- Make/edit existing students aid
- Reconcile any financial aid discrepancies

Pfiedler, BBSI Human Resource Management (Contract); 04/2013-6/13

- Data entry in Microsoft access and excel programs and enter medical conference registration information
- Enter certification information and personal data
- Make excel spreadsheets of attendees of different classes
- Send attendees medical certificates

Intergraded Asset Services', Pro-build, K-force Finance and Accounting (Contract); 11/2012-03/13

- Accounts and notes payable reconciliation clerk and associate
- Research, make spreadsheets, and mail out purchase orders for payment of services done by real estate agents, appraisals, property maintenance, property construction, electric/gas bills, and reimbursements
- Intake mail having to do with audits, mail checks and tax information to vendors
- Sort invoice's, purchasing orders, statements, cash requests, credits, checks and receipts and give to appropriate accountant
- Distribute invoices, statements, purchasing orders, and bills to accounts and notes payable department
- Accounts and notes payable check processing

Key Qualifications:

-
- Extensive knowledge of and training in Lawson, Great Plains, Oracle, National Student Loan Data Bases'

including NSLDS, COD, CPS and Microsoft software including; Microsoft Office, Word, Access, Excel, Outlook, SharePoint, PowerPoint, Adobe, InfoPath, and QuickBooks

- Extensive experience and skills with 10 key, data entry, and typing
- Keystroke = 6,500 per hour
- Knowledge of payroll and payroll accounting processes and procedures
- Have worked with invoices, purchasing orders, statements, 1099's, and check batches
- Extensive knowledge and experience in creating and updating excel spreadsheets worksheets and pivot tables
- Technology skills, including C++ programming, network administration, creating Microsoft documents, and computer administration
- Fantastic verbal communication skills, self-management skills, organization skills, computer skills, typing skills and coordinating skills

Professional Work Experience:

Broker Price Opinion, Adecco (Contract); 09/2012-11/12

- Accounts and notes payable data entry for vendor information, research vendor questions and inquires
- Sort through internet e-mails to respond to accounting information questions
- Answer inbound calls and return messages

EOS CCA (Full Time); 02/2012-08/12

- Accounts and notes receivables representative for conciliatory accounts
- Answer inbound and make outbound calls to set up payment arrangements for payments of loans and other services'
- Work on the reconciliation of payments to separate business' and agencies, worked with seven different contracts
- Work to further the practice of the implementation of FDCPA

Fredrick's Printing, Remedy Intelligent Inc. (On-call); 08/2008-08/11

- Binary and printing assistant for folders and sticher machines

Colorado State University, Anatomy Zoology Department (Part-Time); 8/2006-04/07

- General clerical duties, worked with outlook to schedule and verify appointments
- Filed, made copies, sorted mail, faxed, answered phone, made phone calls to remind students of appointments, and managed files

Denver Department of Safety, Safe City Office (Part-Time); 10/2001-04/05

- Business carded planner, facilitator, private grants and donations manager, and youth leadership program coordinating chair
- Interviewed potential employees for the youth work program, hired and assisted in the booking process for youth program employees payroll, assisted in facilitation of orientation for youth program jobs
- Sustained a floor of meeting and conference rooms

Denver Clerk and Recorder (Governors Internship); 5/2004-9/04

- Filed folders, faxed made copies
- Answered phone calls and answered questions

Denver Department of Environmental Health (Governors Internship); 5/2003-8/03

- Filed folders, faxed made copies and other general duties
- Assisted in lead, restaurant and river inspections
- Tobacco sting for public health inspectors

Denver Museum and Nature and Science (Governors Internship); 05/2002-08/02

- School entrance coordinator for school group activities and school tour guide

Education:

HS Diploma, South High School

Some College, BS degree program in Business Administration, Stevens-Henager College