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*http://www.linkedin.com/in/teikishawilliams*

**Education**

Dec 2012 **East Carolina University, College of Business, Greenville, NC**

Bachelor of Science in Business Administration, Concentration: Management

May 2009 **Nash Community College, Rocky Mount, NC**

Associate in Applied Science, Concentration: Accounting

1994-1996 **North Carolina Central University, Durham, NC**

Business Administration - Major

**Experience**

July 2012-

Present **Cummins Inc. RMEP, Whitakers, NC**

***Document Control/Mfg. Engineering Assistant***

* Update Process Documentation Manual information
* Enter Mfg. Change Request (MCR) data into Access & maintain files
* Record Machining A Downtime data into spreadsheet form daily
* Maintain Non-conforming materials data & report information to management
* Compile Layered Process Audit data on weekly and monthly basis
* Create various PowerPoint presentations for management team
* Responsible for safety STOP cards audits for Machining A Block lines
* Perform various administrative duties as needed

Feb 2000-

June 2012 **Construction Imaging, Rocky Mount, NC**

2006-

June 2012 ***Assistant Controller***

* Manage assets of over $3.4 million in client maintenance contracts
* Create and send vendor purchase orders and process invoices
* Process monthly vendor expenses accrued and enter journal entries
* Process accounts receivables and credit card payment transactions
* Manage prepaid vendor accounts, update Excel spreadsheet and record journal entries for each
* Process, file and record multi-state sales tax returns on monthly, quarterly or annual basis
* Invoice new, additional or recurring sales orders and send to clients

***Assistant Controller***

* Assist administration department & Controller with various duties as needed
* Maintain professional business relationships with clients & suppliers
* Manage committees in coordinating annual clientele events
* Data entry to SalesForce® customer database

2004-

2006 ***Office Assistant/Travel Coordinator***

* Reconcile corporate credit card statements
* Process and pay vendor invoices in QuickBooks
* Process account receivables and make daily deposits
* Coordinate travel arrangements and itinerary for sales and technical staff
* Scan and index corporate documents into imaging software system
* Manage expense report processing to employees and client invoicing
* Update fixed assets and simple inventory listings

2000-

2004 ***Administrative Assistant***

* Answer multi-line telephone system
* Word processing and document filing, faxing and copying
* Manage various marketing materials
* Collate and mail sales proposals to prospective clients
* Shipped and received company booths & supplies to/from trade shows
* Assist Office Manager with various duties
* Distribute employee mail & outgoing freight
* Maintain, ordered and stocked office supplies
* Maintain employee directory and corporate toll-free number database

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**Key Skills**

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| Office Skills: | Office Management  Records Management  Database Administration | Spreadsheets/Reports  Event Planning  Certified NC Notary Public | Front-Desk Reception  Executive Support  Travel Coordination | |
| Computer Skills: | MS Word  MS Excel  MS PowerPoint  Sage SalesLogix  IBM Lotus Notes | MS Outlook  MS Access  SalesForce  EMC2 Xtender Solutions | | MS Publisher  MS Sharepoint  Internet Explorer  QuickBooks Pro | |

**Honors & Activities**

Gamma Beta Phi Honor Society Member

Volunteer at Second Season (thrift shop for My Sister’s House)

Active on various church ministries