

AMBER WILLIAMSON

15823 Normans Landing Dr. Charlotte, NC 28273 · (304) 550-2450
awilliamson1979@live.com · [linkedin.com/in/ambewilliamsonmba](https://www.linkedin.com/in/ambewilliamsonmba)

A highly organized, hard-working, and self-motivated individual, with 22 years of accounting experience, looking to secure employment with a reputable company, where I can utilize my skills and business studies to make a significant contribution to the success of the company.

EXPERIENCE

JANUARY 2020 – PRESENT

ONLINE BUSINESS INSTRUCTOR, LACKAWANNA COLLEGE

Teach business and accounting classes online through CANVAS platform. Classes taught include managerial accounting, excel for accounting, advanced accounting, personal taxation I & II, e-commerce digital marketing and management, auditing theory, fraud data analytics. I was the developer for the e-commerce digital marketing and management class.

AUGUST 2018 – NOVEMBER 2021

HR/PAYROLL/OFFICE MANAGER, GREEN'S COMMERCIAL CLEANING

I was previously the Accounting/HR/Payroll/Office Manager; however, my role had to be split due to the growth of the company. My duties include, but not limited to, processing payroll for 250 employees in NC and SC, issue quotes, conduct interviews, new hire onboarding, E-Verify, manage the corporate office, contract development and prequalification, train new hires in the office, establish employee benefits and handbook, implement company policies, and other tasks assigned by the President and CFO. Previously, completed all accounting tasks such as accounts receivable, accounts payable, y/e closing, bank reconciliations, credit card reconciliations, deposits, travel/expense reimbursements, create revenue spreadsheets, and more.

OCTOBER 2017 – AUGUST 2018

STAFF ACCOUNTANT, ENGLO, INC DBA ENGART

Daily accounting tasks, accounts receivable, accounts payable, payroll, travel reimbursements, inventory. purchase orders, quotes, customer service, assist with financial statements, and deposits.

EDUCATION

PROJECTED GRADUATION MARCH 2022

PHD BUSINESS MANAGEMENT , CAPELLA UNIVERSITY

Currently in the process of obtaining my PhD in Business Management specializing in accounting. I am at the end of completing my dissertation. I completed my coursework with a 4.0 GPA.

JUNE 2014

MBA, ASHFORD UNIVERSITY

Master's in business administration specializing in economics.

OCTOBER 2012

BSA, UNIVERSITY OF PHOENIX

Bachelor of Science in Accounting.

OCTOBER 2010

AA, UNIVERSITY OF PHOENIX

Associate of Arts in Accounting.

SKILLS

- Management
- Multiple software platforms with the ability to quickly learn new software.
- Online environment professional
- Fast learner
- Highly organized
- Excellent communication
- Teamwork

MEMBERSHIPS

- Member of the NSLS (National Success and Leadership Honor Society) - inducted 01/2021.
- Serve on the George Washington University Advisory Council (recently changed to University of Richmond Advisory Council).
- Member of the Golden Key International Honor Society – inducted 01/2014.
- State of North Carolina Notary Public – received October 2020.

REFERENCES UPON REQUEST