



Trenton Marcum

CONTACT

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4920 Keithwood Dr. SW Roanoke, VA 24018

ADDITIONAL SKILLS

- Proficient in Microsoft Office
 - Completed several classes with major focuses in Microsoft Excel
 - Experience using Solver in Excel to deal with large data sets
 - Experience using VBA programming in Excel
 - Experience using Excel Developer to automate certain data functions
- Web- and tech-savvy
- Basic knowledge of Adobe After Effects, Photoshop, and Premiere
- Project management and multi-tasking skills
- Experience giving and preparing

AWARDS

- Dean's List, Fall 2014
- Eagle Scout through Boy Scouts of America and Member of the Order of the Arrow

EDUCATION

VIRGINIA TECH Blacksburg, VA
Dual Degrees from Pamplin College of Business 2017, 2018

- Majoring in Economics | Graduated Spring 2017
- Majoring in Management | Concentration in Human Resource Management and Concentration in Management Consulting- Graduated Spring 2018
- Overall GPA | 3.06

PATRICK HENRY HIGH SCHOOL Roanoke, VA
Graduated 2013

ROANOKE VALLEY GOVERNOR'S SCHOOL Roanoke, VA
Math & Science Academy | Graduated 2013

PROFESSIONAL EXPERIENCE

OLE MONTEREY GOLF COURSE Roanoke, VA
Grounds Crew June - Aug 2014 | May - Aug 2015 | June - Aug 2016

- Worked grounds crew for three summers
- Responsible for maintenance of bunkers and tee boxes
- Helped to determine placement of hole on each green, taking into account playing conditions and the skills of players for the day
- Helped to prepare the course for tournaments and events, often with little warning or time to organize

ACCESS ADVERTISING Roanoke, VA
General Office Work Sep 2012 - Sep 2016

- Assisted with office maintenance projects
- Worked on a project to reorganize years' worth of files. Work included refileing needed hard files, digitizing some files, and disposing of unneeded files

COMMONWEALTH COACH AND TROLLEY MUSEUM Roanoke, VA
Worked on Fire Relief Project Fall 2017

- Worked on the museum's website to reflect the changes to the museum as a result of the fire
- Organized a list in Microsoft Excel of private businesses that the museum was able to contact during the relief effort
- Organized a public GoFundMe campaign that raised \$1,375

VOLUME 2 BOOKSTORE Blacksburg, VA
Clothing and Gifts Staff Fall 2017 - Spring 2018

- Provided customer service by finding items on the floor or through the computer system
- Checked in and organized new inventory including finding places for inventory on the sales floor

INORGANIC VENTURES Christiansburg, VA
Intern Spring 2018

- Assisted in organizing and digitizing records and financial documents
- Completed a project to determine customer market segments