



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 public presentations



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

- BA in Economics - Graduated spring 2017
- BA in Management - Concentration in Human Resource Management and Management Consulting- Graduated spring 2018
- Overall GPA - 3.06

PATRICK HENRY HIGH SCHOOL

Roanoke, VA

National Honor Society

2013

ROANOKE VALLEY GOVERNOR'S SCHOOL

Roanoke, VA

Math and Science Academy

2013



PROFESSIONAL EXPERIENCE

ORION VENTURES, LLC

CLYDE PARK, MT

Off-Road Vehicle Operator

Current

- Responsible for safe operation of Hummers and ATVs at Crazy Mountain Ranch
- Serves as guide for guests in remote areas of Montana
- Responsible for fleet cleaning and oversight

INORGANIC VENTURES

Christiansburg, VA

Intern

Spring 2018

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

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 displaying new merchandise on the sales floor

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 solicit during the relief effort
- Developed a public GoFundMe campaign that raised \$1,375

ACCESS ADVERTISING

Roanoke, VA

General Office Work

Fall 2012 - Fall 2016

- Assisted with periodic office maintenance projects
- Reorganized years' worth of files, refiled hard files, digitized files, and disposing of unneeded records

OLE MONTEREY GOLF COURSE

Roanoke, VA

Grounds Crew

June - Aug 2014 | May - Aug 2015 | June - Aug 2016

- Responsible for maintenance of all bunkers and tee boxes
- Helped determine the placement of the 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 advance time to organize