



## 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 - Graduated 2013

**ROANOKE VALLEY GOVERNOR'S SCHOOL** Roanoke, VA  
Math and Science Academy - Graduated 2013

## PROFESSIONAL EXPERIENCE

**ORION VENTURES, LLC** CLYDE PARK, MT  
Off-Road Vehicle Operator June – Sep 2018

- 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
- Organized a public GoFundMe campaign that raised \$1,375

**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, refiling hard files, digitizing files, and disposing of unneeded records

**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 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