



Willis
Information
TechNologies, Inc.
The Local Leader in Technology Resources

Personal Data Sheet

Valerie Williams,
President-
Software Consultant



EDUCATION:

- ❖ Jackson Community College – Business/Accounting
- ❖ Sage Accountants Network - Training with Peachtree Software Products
- ❖ Creative Solutions University – Checkbook Solutions Accounting Software
- ❖ QuickBooks – Certified QuickBooks Pro Advisor
- ❖ Graduate of Concord High School

OCCUPATIONAL EXPERIENCE:

- ❖ Employed by Willis Information Technologies, Inc. – President/Software Consultant
- ❖ Willis & Jurasek, P.C. – Accountant
- ❖ Simpson Industries, Inc. – Purchase Agent Assistant
- ❖ Security Savings & Loan – New Accounts Counselor/Head Teller

KEY RESPONSIBILITIES:

- ❖ Manage company's day-to-day operations. Oversee marketing, sales and accounting functions. Software training on various accounting software products such as Peachtree, Quickbooks, Client Bookkeeping Solutions and troubleshooting.