

# Peighton Williamson

Mobile Associate

Kennesaw, GA, US, 678-338-1590, Williamsonpeighton@gmail.com

## Professional Summary

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Dynamic professional with a strong organization, communication, and customer service foundation, developed through diverse roles in event operations, office management, and multimedia production.

## Skills

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Microsoft Office ,  
Google Workspace,  
Adobe Creative Cloud,  
Kastle Systems,  
Windows,  
Organization ,  
Customer Service,  
Communication,  
Multitasker ,  
Problem Solving,  
Customer Engagement,  
Time Management,  
Creative Writing,  
Team Collaboration,  
Typing,  
Phone Etiquette ,  
Quick Learner,  
Editing,  
Multimedia Production,  
Computer Skills,  
Attention to Detail,  
Leadership.

## Links

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LinkedIn: [www.linkedin.com](http://www.linkedin.com).

## Employment History

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### Mobile Associate, Jul 2025 - Present

*Forrest Solutions, Atlanta, GA*

- Assisted in different buildings each day per week, such as Shook Hardy & Bacon Law Firm, Wipro IT Company, FTI Consulting, PWC, and Grant Thornton accounting firm. Provided internal customer service by responding to inquiries and office-related requests.
- Prepared and organized court notebooks for attorneys, managed printing, scanning, and copying of confidential documents, coordinated shipping and mail distribution. Designed event graphics and monthly update mailers, and managed communication for administrators.
- Maintaining a clean, organized, and professional office space. Monitor and manage office supplies, pantry items, equipment, and restocking. Implement and maintain effective filing and storage systems (physical and digital).

### Brand Ambassador | Server, Aug 2024 - Present

*Elevate Events (Temp), Atlanta, GA*

- Support event operations, assist customers, foster positive customer interactions, and maintain smooth event execution. Also worked as a server for parties.

### Study Hall Proctor, Aug 2022 - Apr 2024

*Berry College, Rome, GA*

- Supervised study hall sessions for student-athletes and managed check-in and check-out procedures for accountability and attendance, and input data using Microsoft Excel.

### Production Office Assistant, Mar 2022

*Creed III Productions (Internship), Atlanta, GA*

- Organized office supplies and maintained a clean workspace and kitchen. Unloaded snacks and drinks from the pantry and restocked them in the kitchen. Managed communication across departments. Answered phones, logged packages, and distributed mail.

### Independent Filmmaker | Production Coordinator, Director, Writer, Producer, Jan 2024 - Present

*Pink Dream Pictures (non-paid), GA*

- Created three award-winning short films, managing pre-production, scheduling, casting, budgeting, and coordinating teams of 15–25 cast and crew members.
- I promote the films and company on their social media pages by designing ads and posters, as well as editing trailers and promo videos using Adobe Creative Suite.
- Earned multiple festival recognitions, including:
  - Best Directing and Audience Choice Award, LMCFilms Student Film Festival (2024)
  - Best Short Film, Best Actress, Christian Online Film Festival (2025)
  - Best Romantic Comedy, Georgia Shorts Film Festival (2025)
  - Best Narrative, Carpool's Drive-In Film Festival (2025)

## Education

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### Bachelor of Arts in Communications, Aug 2022 - 2024

*Berry College, Rome, GA*

### Associate of Arts in Film & Television Production, Aug 2020 - 2022

*Georgia Highlands College, Cartersville, GA*