

# William R. Humbird

[wrhumbird@gmail.com](mailto:wrhumbird@gmail.com)

979-373-8603

## Education

University of Houston-Clear Lake  
Bachelor of Arts in Communication  
December 2012

Brazosport College  
Associate of Science  
May 2002

## Skills and Proficiencies

Advanced knowledge of Microsoft Word, Excel and Powerpoint  
Operating knowledge of Adobe InDesign, Photoshop, Illustrator and Dreamweaver  
Basic HTML and web programming knowledge

## Experience

### **Package Stats Supervisor, Reload Sort Supervisor, Operation Specialist**

UPS, Angleton, TX

February 2005 - Current

- Compile spreadsheets to recognize trends and expose problem employees
- Manage team of nine employees during unload and reload
- Trained to accept and handle hazardous materials

### **Intern and volunteer**

Community in Schools-Bay Area, Houston, TX.

May 2012 - Current

- Take photographs for their website and Facebook pages
- Write press releases for CIS-BA events
- Editing CISBA.org through the use of WordPress

### **Sports designer, Sports columnist, Sports reporter**

The Brazosport Facts, Clute, TX

June 2002 - February 2003

- Designed pages for publication
- Reported on local high school sports-related activities
- Wrote a weekly column on college sports

### **Technical writer, Quality Control**

Purist Audio Design

January 1999 - January 2000

- Designed training manuals for in-house instruction
- Checked specifications according to quality control standards
- Assisted in assembly of product

###