

William R. Humbird

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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

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