

William J. Moeller III

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Address: VMI Box 80974, Lexington, Virginia 24450

EDUCATION

- Virginia Military Institute, Lexington, VA. Major: Psychology, BA. Graduation: May 2007
- North Harris College, Houston, TX. Summer 2004
- St. Thomas High, Houston, TX. Graduation: May 2003
- Alumni Association Life Member

WORK EXPERIENCE

VMI Foundation Cadet Caller from January 2006-May 2006

- Updated alumni on plans for the future at VMI, and solicited donations
- Communicated with a variety of people, some of whom presented challenges
- Quickly gathered data and compiled information while multitasking on the phone

Virginia National Guard SMP Cadet February 2005-present

- Experience in Military Intelligence and Forward Support
- Conceived innovative solutions that support a mission

THE CADET, Virginia Military Institute's weekly newspaper various positions September 2003-present

- Extensive experience in Adobe PageMaker and Adobe InDesign as Layout Editor
- Used command of English language and critical-thinking skills to spot inconsistencies to improve the quality of articles as Copy Editor
- Enacted diplomacy to deal with writers and section editors as Copy Editor
- Designed and sold advertisements as well as assisted in distribution of newspapers

St. Thomas Eagle Newspaper, St. Thomas High's monthly newspaper Editor-in-Chief 2002-2003

- Managed a staff of more than 20 people, and more than \$20,000 in advertising income
- Perennial national award winner

SKILLS

- Highly inquisitive, creative and resourceful
- Excellent communication and collaboration skills
- Tested leadership abilities, able to coordinate all phases of projects while managing, motivating and leading a team
- Adobe InDesign, Adobe Photoshop, Adobe PageMaker
- Microsoft Office
- Web Design; knowledge of HTML and JavaScript
- Basic knowledge of Spanish in reading and writing

VOLUNTEER WORK & EXTRACURRICULAR ACTIVITIES

Cadet Equity Association Company representative for 2005-2006

- Monitored VMI's climate of respect and equitable treatment for all cadets
- Received reports of incidents of sexual harassment, and investigated when appropriate
- Trained extensively in matters and procedures related to investigations and legal issues that involve gender, racial, religious and ethnic discrimination
- Counseled and trained fellow cadets on harassment policies
- Protected the privacy and confidentiality of individuals who came forward with reports

Rat Challenge High Ropes Assistant Cadet in Charge for 2006

- Operated a high ropes course for first-year students from 2004-present
- Monitored participants' safety and ensured a low risk environment for building confidence and self esteem
- Facilitated the development of cooperation, motivation, and teamwork in an unfamiliar and uncomfortable environment

Knights of Columbus July 2002-present

- Organized fundraising efforts for charities by assisting local patrons and collecting money from donors
- Aided nursing home residents each month with social activities and tasks

REFERENCES

Jon Moody St. Thomas Eagle Advisor jon.moody@sths.org 713-864-6348 x423	2LT Charles M. Munn National Guard mentor charles.munn1@us.army.mil 770-842-5509	2LT Aaron W. Childers Former Cadet Editor-in-Chief aaron.childers@us.army.mil 972-890-3450	COL LE Hurbut Training & Investigation Officer hurlbutle@vmi.edu 540-464-7325
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