

William J. lastname

Phone: • E-mail:

Address:

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

Virginia National Guard

- Forward Support unit from April 2006-present
- Simultaneous Membership Program in an executive officer excess slot
- Headquarters company from February 2005-November 2005
- Simultaneous Membership Program in a Military Intelligence slot

The Cadet, Virginia Military Institute's weekly newspaper

- Assistant Layout Editor from September 2003-January 2004
- Layout Editor from January 2004-present, use of Adobe PageMaker and Adobe InDesign
- Designed and sold advertisements September 2003-present
- News Writer from September 2003-present
- Photo Editor from September 2003-present
- Copyeditor from September 2003-present
- Assisted in distribution of newspapers

St. Thomas Eagle Newspaper, St. Thomas High's monthly newspaper

- Managed a staff of more than 20 people, and more than \$20,000 in advertising income as Editor in Chief in 2002-2003
- 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 Spanish

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.
- Counseled and trained fellow cadets on harassment policies
- Protected the privacy of individuals who came forward with reports

Rat Challenge High Ropes

- Operated a high ropes course for first-year students from 2004-present
- Assistant Cadet in Charge for 2006

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

Name
Title
Phone
Email