

# WILLIAM C STINSON

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## SUMMARY

Very determined worker in every quality of life. I have experience in business administrative support, customer relations, and technical support. I am exceptionally skilled in MS Word, Excel, InDesign, and Internet applications. I have the ability to quickly learn new programs, and am skilled in research, analyzing data, writing, and editing. I'm detail-oriented, accurate, and dependable, with an uncompromising work ethic.

## HIGHLIGHTS

- Completes every mission at hand
- Proficient planner and coordinator
- Excellent communication skills
- Pleasant demeanor
- Accurate and detail oriented
- Superb team building skills
- Works well under pressure
- Critical thinker
- Pays close attention to details

## EDUCATION

2014

### **MASTER OF SCIENCE: ACQUISITION ADMINISTRATION**

Central Michigan University — Mount Pleasant, MI, United States

2011

### **BACHELOR OF SCIENCE: BUSINESS ADMINISTRATION**

Central State University — Wilberforce, OH, United States  
Minor in [Management Information System]

## EXPERIENCE

### 04/2014 to Current **Premises Technian- AT&T U-verse**

- Responsibilities  
Installed and repaired U-verse television, voice and data services. Performed cross connections at SAI boxes to feed fiber optic service to the subscribers premises. Installed Motorola set top and dvr boxes, installed coax and cat5,6 ethernet cables to feed set top boxes, routers and broadband switches.
- Installed, removed, rearranged, programmed, tested, troubleshooted and maintained voice, data and video equipment and network services. Performed cross connections at fiber hubs, patching fiber cables to feed signal from optical line terminal to optical network terminal at subscriber premise, recorded signal levels to ensure quality feed to premises. Installed, spliced and connected fiber drops from vat terminals to subscriber premises; installed MOCA and non MOCA ont's on customer premises. Installed motorola 6000 and 7000 series set top boxes and DVR's; installed CISCO HD DVR'S and set top boxes.

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08/2013 to 04/2014

**Office Management Water Utility and Field Operator (Intern)**

**DEPARTMENT OF WATER — Dayton, OH**

- Assisted in developing recommendations for long and short term projects in areas such as inventory management and control, communications strategies, and electronic record keeping and databases.
- Managed daily office operations, for Sewer Maintenance by making sure sanitary flows were entered on time in Microsoft excel.
- Assisted in Sewer Maintenance Grease Monster Project that led to a decrease in grease related issues in the community, it also helped the City of Dayton in cost-saving.
- Assisted in the coordinating the Annual Meeting for City of Dayton Water. This consisted of event planning of the annual booth, creating a theme, banner, giveaway prize, and provided knowledgeable information about the City of Dayton Sewer Maintenance services to those in attendance.
- Tracked inventory min, max, and lead time to make sure inventory efficient and accurate.
- Assisted with preparation, revision, and implementation of plans and reports.
- Developed new policies and procedures, and drafted guidance material for response personnel.
- Assisted on the RFP (Request for Proposal) for the City of Dayton to obtain a \$50,000 budget for equipment.
- Assisted with various projects including budget management, data collecting, and marketing.
- Ordered and tracked shipments.
- Prepare Sewer maintenance correspondence and reports
- Perform a wide variety of clerical and administration office work in Sewer maintenance.

03/2009 to 01/2014

**Archivist Technician**

**DAYTON FEDERAL RECORDS CENTER — Dayton, OH**

- Provided reference service by searching, re-filing, or inter-filing records in simple or self-indexing filing systems.
- Assisted other logistical technicians in loading and unloading file containers, shelving records, and moving blocks of records from one to another.
- Provided technical assistance to section leaders, provided training, and conducted quality control checks for new employees.
- Efficiently utilized warehouse space with the planning of inventory location and storage for optimal efficiency of shipping and receiving operations.
- Maintained knowledge of and experience in supply chain logistics including warehouse layout, inventory control, and inbound and outbound shipments.
- Provided Customer Service support in customer file requests.
- Assisted in the preparation of purchasing orders, resolving discrepancies, and meeting with management to assess needs.

**ACCOMPLISHMENTS**

Accomplishments Include: Deans List Honors, Mr. CSU of Central State Dayton Campus, President of Dean Advisory Council Committee, Meadowdale Pee Wee

Football Coach of the year, Alpha Sigma Lambda Honor Awards, Dayton Gems Track and Field Coach, and Former Collegiate Athlete