

**William Gow**

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**Objective:**

To obtain a position where I can maximize my multilayer of management skills, quality assurance, program development, training and coaching experience, customer service, and inventory management.

**Experience:****American Web, Inc. (Jun. 2013 – present)*****Shipping & Receiving Supervisor***

- Supervises and coordinates activities of workers engaged in verifying and keeping records on incoming and outgoing shipments, and preparing items for shipment.
- Studies shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes, and rates.
- Oversees all shipping activities to ensure accuracy, completeness, and condition of shipments.
- Inspects material handling equipment for defects and notifies maintenance personnel for repair.

**American Web, Inc. (Jan. 2011 – Jun. 2013)*****Sales Representative***

- Identified prospects, customers, and referral sources and develop/maintain relationships to ensure attainment of company business goals. Support efforts to consistently grow the base of referral sources.
- Remained current on consumer preferences, changes in local codes and product developments by attending sales meetings, vendor training and trade shows, or reading trade journals.
- Effectively presented and discussed the products and services of the company, soliciting only those desired products/services provided by the company and its vendors, to current and prospective customers in a way that conveys an image of quality, integrity and superior understanding and delivery of customer needs.

**American Web, Inc. (Jan. 1999 - Jul. 2011)*****Assistant Pressroom Supervisor / Warehouse Supervisor***

- Supervised and coordinated activities of workers engaged in operating printing presses and warehouses.
- Purchased and controlled over 2 million dollars in paper, chemical, and printing supplies.
- Compared inventories to office records such as purchase orders, production records, and purchase invoices to obtain current inventory.
- Production and quality control of print media to customer and industrial/commercial standards.

**United States Navy (Sept. 1995 – Sept. 1998)*****Aircraft Launch and Recovery / Aviation Boatswains Mate***

- Operated aircraft launching and recovery equipment, such as hydraulic and steam catapults, barricades, arresting gear, and visual landing aids to launch or recover aircraft on aircraft carriers and land based airfields.
- Scheduled and recorded all aircraft launches, recoveries, and maintenance on equipment.
- Supervised and trained over 20 crewmembers in all aspects of the aircraft launch and recovery process.

**Summary:**

I am reliable, self-starting, and career minded. I can multi-task and I will not stop until I have completed the task at hand. I can excel as a team member or in a leadership position. I am a fast learner and not afraid to try new things. I know that I can be an asset to your company.