

William McCain

1828 Lily Pl #4 Loveland, CO 80537
(713)-445-6076 [✉ b.mccain713@gmail.com](mailto:b.mccain713@gmail.com)

OBJECTIVE

To secure a position with a well established organization with a stable environment that will lead to a lasting relationship

QUALIFICATIONS

- +Certificate in Audio / Video.
- +Ten years experience in an office environment working with MS Office Software including Word, Excel, Power Point, and Publisher, Open Office, Lexus Nexus, Quickbooks, Balancing Books.
- +Strong analytical and problem-solving skills.
- +Five years supervisory experience. (up to 15 employees)
- +Ten Years of Audio producing and video editing.
- +Ten Years of Adobe Photoshop, Illustrator, Homesite, Dreamweaver, Java Scripts, FTP.
- +Five years shipping and receiving.
- +Five years investigating and research in a law firm.
- +Three years merchandising and inventory control.
- + Three years doing stage hand work including setting up video, audio, stage and more and doing pick up and deliveries with 24ft box truck

Professional Skills

- +Knowledgeable in office equipment such as computer, scanner, copier, fax machine, multi-line phones, comb-binding machines and label makers.
- +Well-organized and efficient.
- +Self-motivated, assertive and can quickly learn new procedures and methods.
- +Professional demeanor.
- +Dependable - can work without supervision; able to follow directions, both oral and written.
- +Able to work under pressure and meet deadlines.

Interpersonal and Teamwork Skills

- +Work well with a diverse group of people.
- +Honest, friendly, excellent communication skills.
- +Demonstrated accuracy, and attention to detail.
- +Work well in a team environment. +Committed to assisting others.

Quantitative Skills

- +Collected, posted and deposited for clients
- +Maintained low operating costs, cutting expenditures where feasible.
- +Reduced delinquencies through collection procedures.
- +Create spreadsheets using MS Excel for client payment and debts.

Computer Skills

- +Above average skills in MS Office suite including Word, Excel, Power Point, Outlook, Open Office, Thunderbird and Firefox. . +Able to use MS Access.
- +Excellent skills in preparing and maintaining spreadsheets.
- +Business correspondence writing letters and memos, editing for content, spelling and grammar.
- +Able to learn new software applications with ease.
- +Talented in graphic art and design using Adobe suite.

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EDUCATION

New Horizons

Houston, TX

+Trained to build and design web sites

Houston Community College

AUDIO / VIDEO CERTIFICATE,

+Learned Editing of video and Audio Production

Houston, TX

EMPLOYMENT

Calder Event Group 11-2013 – present

Driver/Set Tech/Loader/Shop work/Pick up and Deliveries

Joe Malara
970-481-0757

Rhino Staging 2011 – Present / Denver/Houston

Stage Hand, Loader, Video, Audio, and Stage set up

Mark Scopel
303.964.0800

Otterbox

Package Handler in Internet Shipping 2012 – 2013 / Fort Collins, CO

Randy Duffy
970.402.8332

JD Myers and Associates 2009-2012 / Houston, TX

Legal Assistant

Jamie Myers
713.518.1399

UPS 2003-2009 / Houston, TX

Warehouse Supervisor

Mike Stays
713.640.6006

Idea Integration 1998-2003 / Houston, TX

HTML Coder

Dan Cutts
832.755.2058