

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.

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

Otterbox

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

Randy Duffy
970.402.8332

JD Myers and Associates 2009-2012 / Houston, TX

Jamie Myers
Legal Assistant
713.518.1399

UPS 2003-2009 / Houston, TX

Mike Stays Supervisor
713.640.6006

Idea Integration 1998-2003 / Houston, TX

Dan Cutts
HTML Coder
832.755.2058