

WILLIAM APER

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Objective: To obtain an administrative assistant or customer service position.

WORK EXPERIENCE

Virtual Water Services, Service Technician –Orange, CA	<i>Feb. 2013 – May 2013</i>
<ul style="list-style-type: none">• Performed tests on water in cooling towers to assess chemical levels as well as water quality.• Applied chemical treatments as needed to industrial equipment to maintain functionality.• Constructed electrostatic plates using a table saw, welding equipment, and industrial quality adhesive.• Received and transported chemical shipments for delivery to a distribution plant.	
Alice Campbell Staffing, Administrative Assistant – Springfield, IL	<i>July 2012 – Dec. 2012</i>
<ul style="list-style-type: none">• Entered financial and tax data into a master system for the state of Illinois.• Scanned and processed tax documentation.• Headed a department responsible for auditing data entry errors and making corrections.• Manually sorted and filed paperwork from prior fiscal years.	
Taste of Philly, Cashier – Denver, CO	<i>Feb. 2011 – Feb. 2012</i>
<ul style="list-style-type: none">• Ran and balanced the cash register for all orders placed.• Assisted the store manager in taking stock, placing orders, and receiving inventory.• Cleaned the restaurant thoroughly during and after each shift.• Greeted all patrons and provided customer service.	
Apollo's Pizza & Pasta, Prep Cook – Olympia, WA	<i>Aug. 2009 – Sept. 2010</i>
<ul style="list-style-type: none">• Prepared all food for chefs to create dishes for lunch and dinner rushes.• Took stock of ingredients and supplies, replenishing the stockroom as needed.• Maintained a clean environment per health code standards.	
Services & Activites Board, Elected Board Member – Olympia, WA	<i>Sept. 2008 – June 2009</i>
<ul style="list-style-type: none">• Allocated funds to all student groups on campus while staying within a strict budget.• Reviewed proposals submitted by student groups and deliberated among the board regarding fee allocation.• Performed on-site inspections of organizations requesting funding.	

EDUCATION

The Evergreen State College, Olympia, Washington	<i>09/2007 – 06/2010</i>
<ul style="list-style-type: none">• Bachelors of Arts, Liberal Studies• Concentration: Music Composition	