
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 Feb. 2013 – May 2013

- 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 July 2012 – Dec. 2012

- 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 Feb. 2011 – Feb. 2012

- 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 Aug. 2009 – Sept. 2010

- 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 Sept. 2008 – June 2009

- 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 09/2007 – 06/2010

- Bachelors of Arts, Liberal Studies
- Concentration: Music Composition