

William Wareing

SKILLS

- Coding in HTML, CSS, and JavaScript
- Computer and software proficient
- Fast learner
- Good facilitator
- Team player
- Good communication skills

EXPERIENCE

Scottsdale Women's Care/CVT Surgeons, Scottsdale, AZ – *Administrative Assistant*

June 2011 – August 2011 and June 2012 – August 2012

- Confirmed appointments
- Answered calls
- Organized charts of patients

Camelback Volkswagen – *Lot Porter*

June 2018 – August 2018

- Parked, moved, and retrieved vehicles
- Fixed tire pressure
- Cleaned interior and exterior of vehicles

Sober Apartment Living LLC – *Assistant House Manager*

August 2018 – November 2018

- Monitored residents' overall well-being
- Enforced rules
- Drug tested and breathalyzed residents

Soul Surgery LLC, Scottsdale, AZ – *IOP Weekend Shift Lead*

March 2019 – October 2019

- Managed IOP weekend staff
- Safeguarded and upheld clients' physical and mental health
- Observed and reported on client behavior
- Facilitated transport for both IOP and PHP houses

Cornerstone Healing Center, Scottsdale, AZ – *Operations Support Staff*

October 2019 – May 2020

- Supported and assisted clients, PHP and IOP
- Led operations IOP shift
- Facilitated IOP groups
- Coordinated Alumni Relations

Genesis Power Solutions – Business Development Representative

November 2021 – December 2021

- Went door to door
- Spoke to prospective clients
- Arranged appointments

EDUCATION

Veritas Preparatory Academy, Phoenix, AZ

August 2010 – May 2012

All honors charter high school, graduated *cum laude*.

ASU Barrett Honors College, Tempe, AZ

September 2012 – May 2015

Majored in Psychology first two semesters and completed general education. Switched major to English. Completed five semesters, but did not fully graduate with a bachelor's.

University of Arizona, Online

September 2022 – Now

Coding bootcamp for HTML, CSS, and JavaScript – full stack web development.

AWARDS

- Presidential Silver Medal for Volunteer Work (2011)
- Short story “Kissing Dragons” published in *Crack the Spine* (2015)
- Poem “Caught in the Eye” published in *Indiana Voice* (2015)