**WILLIAM WEEMS**

# 3020 SE Waverleigh # 16, Portland, OR 97202

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**OBJECTIVE**

To work within a progressive and established organization, specifically focusing on financial management, increasing productivity and improving policies and procedures

**SUMMARY OF QUALIFICATIONS**

* Experienced and enjoy trouble shooting, creative problem solving, and using provided resources to reach company goals
* Capable of handling multiple tasks and projects, managing time to maximize production and reduce costly downtime and errors
* Ability to work as a team member or team leader to create and attain goals and objectives

**EMPLOYMENT HISTORY**

2007-Present ***Mission Restaurant Supply*** Austin, Texas

**Accounts Receivable/Sales Support**

* Receive and apply payments for up to one thousand accounts daily, for a business with approximately three thousand active accounts in Austin, Texas
* Account balancing, including: thorough review of customer accounts, contracts, payment plans, and collections.
* Responsible for end of the month reports including: purchase order receiving, invoice registration journals, inner departmental billing and payments
* Assist CPA in documentation retention
* Support six sales staff in areas of: invoicing, commissions, and managing customer orders
* Extensive work in collections with outstanding results.

2006-2007 ***Cad-Tech Inc*.** Austin, Texas

**General Manager**

* Oversight of all employees, equipment, and daily production operations
* Responsible for providing customers with prompt, courteous service in a fast pace environment paying specific attention to quality and details

2004-2006

**Quality Control Manager**

* Responsible for the quality of all products manufactured with an emphasis on strict adherence to industry guidelines and individual customer needs
* Worked diligently to identify and correct the sources of poorly manufactured parts, including equipment and personnel

2002-2004

**Environmental Waste Manager**

* Responsible for creating and operating a filtration system used to eliminate hazardous bi-products produced from Cad Tech’s Chemical Milling operation. Duties included adhering to our City of Austin Water/Wastewater permit by maintaining and operating a closed loop filtration system that consisted of an Ion Exchange process, several micron filters, PH adjustment stations, and strategically placed sample ports for periodic in-house HACH test designed to remove unwanted metals from Cad Tech’s waste water.

2000-2002

**Laser Department Manager**

* Worked as daily operator of Screen Cut Lasers used to make tooling for the Surface Mount Industry
* Duties included operation, repair, and maintenance of Laser Systems with a focus on fast turn times and consistency in quality

1999-2000

**Chemical Milling**

* Performed as Chemical Milling Technician. Responsibilities included Chemical Milling, Electro-polishing, and minor waste water filtration

1994-1999

**Production**

* Production consisted of assembly, fabrication, and delivery of products

**EDUCATION**

Jan 2012 (estimated month/year of graduation)

*Western Governors Institute*

* Bachelors Degree: Accounting
* Austin Community College-GED 1987