**WILLIAM LIVESAY**

4845 SE 88th Avenue

Portland Or 97266

443-243-0709

blivesay@gmail

**EDUCATION**

**Salisbury University**  Salisbury, MD

BA Sociology; Dec 2004

**Portland Community College**  Portland, OR

Healthy Older Adult Fitness Certificate

*In Progress*

**EXPERIENCE**

**Personal Senior Fitness Coach - Independent** Portland, OR

Jun 11–Current

**Pacificorp - Joint Use Administration** Portland, OR

*Administrative Services Coordinator* Jan 08–Jun 11

Provided diverse administrative support in the following areas: billing and collection, attachment/removal permit processing, document proofreading, licensee support & communication, violation assessment as well as internal field support. Utilized a wide variety of database, mapping, and communication applications pertaining to Joint Use of energy infrastructure.

**Portland Staffing Inc.** Portland, OR

*Staffing Coordinator* Feb 08–Oct 08

Screened applicants to assess fit for clients. Developed and implemented sales initiatives. Provided oversight in database management and managed data for quality control. Negotiated and processed new client contracts. Developed marketing initiatives. Prepared and processed bank deposits.

**Crystal Services Inc.** Baltimore, MD

*Marketing/Leasing Manager* Jun 06–Aug 07

Conducted and directed all marketing presence through a variety of mediums. Utilized target-specific marketing techniques to meet occupancy levels. Developed synergistic sales strategies with local businesses. Processed lease applications and related background/credit checks. Produced weekly analysis of sales and coordinated marketing strategies accordingly. Utilized proprietary Property Management software.

**Pemberton Elementary School** Salisbury, MD

*Special Needs Teaching Aide* Jan 06–May 06

Facilitated classroom inclusion for physically & cognitively impaired students. Engaged students in group activities to reinforce and review lesson material. Acted as substitute teacher as an on-needed basis.

**REFERENCES**

* **Pacificorp** - Former Manager: Colin Cavasher 503-813-5504/503-708-8113
* **Portland Staffing Inc** - Former Manager: Liz Harris 503-810-1199
* Sunstone Services Group dba **Crystal Services Inc -** Owner: Ethan Frey 410-889-5555
* **Pemberton Elementary** - Employee Verification Line: 410-677-4565