

William Cunningham

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Profile

Diligent and passionate recent college graduate with strong interpersonal skills seeking employment in a professional work setting. Positive and strong work ethic resulting from balancing multiple jobs and a collegiate education throughout four years. Extensive relationship building and leadership experience as evidenced by prior work experience and extracurricular activity.

Professional Experience

Intern, TrueNorth Financial Solutions; White Plains, NY

(June 2019-September 2019)

- Able to successfully conduct clientele based business transactions over the course of several months
- Worked in a office environment
- Communicated with clients
- Facilitated the expansion of new business opportunities

Technician's Assistant, University of Redlands; Redlands, CA

(September 2016-May 2020)

- Senior AV Support Technician, obtained useful skills regarding the use and maintenance of technical equipment
- In charge of scheduling for team members
- Tasked with the training and orientation of new team members

Head Lifeguard Manager, YMCA of Greenwich/Town of Greenwich

(October 2014 - August 2019)

- Responsible for overseeing 10+ lifeguards at a time, as well as maintaining positive relationships with patrons
- Tasked with creating and disseminating weekly employee schedules to ensure adequate staff present at all times

Caddy, Winged Foot Golf Club; Mamaroneck, NY

(May 2012-August 2015)

- Worked diligently for a minimum of 35 hours a week across three summers to become a successful and highly recommended caddy among Winged Foot staff
- Used position to facilitate relationships with club members and build a network of prominent professional figures in the tri-state area

Education: University of Redlands

Bachelors of Arts, Political Science

University of Redlands; Redlands, CA
(CGPA: 3.52)

Leadership and Enrichment

Kappa Sigma Sigma

(Joined September 2017)

New Member Educator

- Responsible for the enrichment of 13 new members throughout the course of one semester

Sergeant at Arms

- Responsible for the maintenance and day to day upkeep of the chapter house
- Led weekly chapter meetings and ensured proper conduct among all members
- Accounted for chapter dues and fines, ensuring chapter remained in good standing with University

Skills

- Proficient in formatting and use of Microsoft Suite programs (Word, Excel, Outlook, Powerpoint), as well as Microsoft Video Editor and Design
- Experienced in developing original social media content across major platforms, including Twitter, LinkedIn, Instagram and Facebook
- Excellent communication and interpersonal skills
- Experience and passion for copyediting / developing written materials
- Strong attention to detail and formatting

