



# WILLIAM ALLISON



## ABOUT ME

I graduated *Magna Cum Laude* from Oregon State University with my Bachelor of Science in Digital Communication Arts. I am an honest, hardworking, and loyal individual who isn't afraid to learn new things. In my personal time, I enjoy photography, technology, board games, and spending time with my family and friends.



## EXPERIENCE

\*2013 -

*\*Volunteered prior to employment*

### *Dial-A-Bus of Benton County - Office Administrator*

- **Serve as member of management**, assisting with day-to-day operations including: manage employee schedule, coordinate vehicle maintenance with Benton County Public Works, assist dispatch office with tasks, monitor time clock software for discrepancies and make corrections as needed, run monthly reports, and more.
- **Perform Human Resources duties** including: provide feedback on applicants, guide employees through new-hire process, ensure all forms are filled out correctly (W-4, I-9, etc), conduct criminal and driving record checks.
- **Act as primary contact for Corvallis School District contract** and perform other District-related duties including: manage student transportation, arrange routes to ensure all students get to school on time, communicate with schools and transportation office when issues arise, compile and invoice detailed monthly billing report.
- **Communicate with county partners** in relation to contracted services, assist with planning and coordinating new services and modifying existing services as needed.
- **Other operations tasks** including: build and maintain company websites and social media profiles, transport clients as needed, assist safety manager, and other duties as assigned by Executive Director.



## EDUCATION

2014 - 2016

### *Oregon State University*

Bachelor of Science – Digital Communication Arts, *Magna Cum Laude*

2012 - 2014

### *Linn-Benton Community College*

Associate of General Studies and Associate of Arts - Oregon Transfer



## CONTACT



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Corvallis, Oregon



## AWARDS & HONORS

- Dean's List - OSU College of Liberal Arts
- Honor Roll - Oregon State University
- Employee of the Month (x2) - Dial-A-Bus
- 3<sup>rd</sup> Place General Excellence (x2) - ONPA
- 3<sup>rd</sup> Place Best Headline Writing - ONPA
- 3<sup>rd</sup> Place Best Feature Photo - ONPA
- 2<sup>nd</sup> Place Para-transit Road-eo (2015)
- 1<sup>st</sup> Place Wheelchair Securement (2017)



## SKILLS & ABILITIES

- Excellent time management
- Vast knowledge of computers
- Keen attention to detail
- Extensive scheduling experience
- Able to remain unbiased
- Extensive copy-editing experience
- Work well in stressful situations
- Excellent communication skills
- Able to multitask well
- Exceptional planning and organization
- Always willing and able to learn new skills