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| **William Woodward**94 Black Oak Drive, Maurertown Virginia · 540-333-2119 (Cell)williamkwoodward3@gmail.com |
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# Experience

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| June 2017 – August 2017Intern, Blue Ridge Environmental Governor’s School* Managed a classroom environment for approximately twenty-five advanced students.
* Planned and organized educational field trips promoting engagement with the local community.
* Maintained operational records using both paper and Microsoft Office based systems.
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| September 2016 – May 2017Tutor, Shenandoah COunty Public Schools* Tutored a group of ten Advanced Placement Students
* Developed a system of content proficiency assessment.
* Maintained records of student performance on examinations and submitted reports of progress.
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# Education

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| May 2020Bachelor’s of science in Biology, Bridgewater collegeGPA: 4.0, Major: General Biology, Membership in the Alpha Chi Honor Society |
| June 2017Associate of science in science, Lord fairfax community collegeGPA: 4.0, Graduated Summa Cum Laude |

# Skills

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| * Proficiency with Microsoft Office Suite
* Field Experience in Biological Sciences
 | * Proficiency with HTML, CSS, and Java
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# Activities

* Manages and edits a monthly-published online newsletter
	+ Sets out annual and monthly publication goals, selects and leads a core group of staff members to assist in organization and publication
	+ Create CSS and HTML5 templates for the newsletter webpages and ensure all HTML coding is free of errors
	+ Hires and manages a group of approximately twenty dedicated writers
	+ Develops methods to assess and quantify reader engagement and implement changes in response to reader feedback