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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. |
| 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. |

# Education

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

# 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