

William Shields

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PROFILE

Currently in senior year at Northern Arizona University performing my capstone with client Northrop Grumman. Has gained engineering experienced during pre-capstone and capstone classes, where the usage of engineering practices were performed. Job experience in numerous aspects from customer interaction to the warehouse. Throughout those experiences I've leaned to be friendly, respectful and team-oriented gaining important life lessons. Clear communicator successful at multitasking with strong prioritization and planning abilities. Strengths in Microsoft Office and Computer Aided Design backed by training in coding. Ability to multitask learned under the personal shopper employment.

EXPERIENCE

Office Clerk, Prime Time International; Somis, California — 2015–2019

- Assisted team members with administrative requirements by expertly using diverse office software, including Famous Software and Microsoft Office
- Supported coworkers and customers with efficiently information and paperwork
- Answered calls to field inquiries from dispatchers, drivers, and other callers

Personal Shopper, Walmart; Flagstaff, Arizona — June 2020- November 2020

- Learned the ability to multitask when out shopping for items and being available to answer any questions the customers may have while on the shopping floor
- Was capable of working on each of the three sub-departments

Driver Helper, United Parcel Service — Winter Season

- Tasked with aiding the driver to deliver packages in a more efficient process
- Learned to use communication and teamwork to get the job done

Inspector/Packer, Prent; Flagstaff — February 2021 - August 2021

- Inspected plastic parts for defects from the conveyor belt and packing the product
- Moved pallets of products on pallet-jacks to maneuver around the warehouse

PROJECTS

Portable Carrier Device — Pre-Capstone Project

- Transcribed Meeting Agenda
- Performed Life Cycle Cost for the device
- Material Selection for the device and completed a Design for Manufacturing and Assembly

Umbilical Retraction Device — Capstone Project

- Worked closely with client Northrop Grumman to deliver the company a device to replace the current system of a bungee cord.
- Acting as the teams Budget Liaison, communication with the purchasing and ordering processes was important aspect for role

EDUCATION

Northern Arizona University, Flagstaff, Arizona — Mechanical Engineering, 2022

- Received Founders Non-Resident Gold Award
- Deans List Recipient
- Member of National Society of Collegiate Scholars

SKILLS

- Office Administration
- MS Office
- Data Entry
- Self Motivated
- Prioritization
- Navigation
- Shipping Coordination
- Multitasking