

## **William Earl Wooten**

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### **Education**

#### ***Grand Canyon University***

Arizona

*Expected Graduation Date: May 2026*

Phoenix,

### **Work Experience**

#### ***Staples***

Supervisor

January 2022- Present

- Manage timing and products of the customers
- Train other employees to better the company
- Maintain CDC requirements
- Make sure the area of the production is clean and presentable

Patchogue, NY

#### ***Starbucks***

NY

Team Member

March 2021- January 2022

- Create a positive environment for the customers.
- Cleaning store from top to bottom.
- Assist with preparing the food for the next day.
- Organize store products.

Farmingville,

#### ***Pret A Manger***

Team Member Star

August 2018- April 2021

- Create a positive environment for the customers.
- Cleaning store from top to bottom.
- Assist with preparing the food for the next day.
- Organize store products.

New York, NY

#### ***Fieldston Lodge Care Center***

Administrative Assistant

July 2017- August 2018

- Assists with weekly services and programming.
- Assist with the residence with activities .
- Helps with special events as needed.

Bronx, NY

***Single Stop Bronx Community College***

Bronx, NY

Administrative Assistant

October 2016- June 2017

- Assists with weekly services and programming.
- Assist with the students and clients with activities the company has.
- Maintain a weekly schedule for student appointments.
- Set up study groups and applied help with guidelines.

***Jacobi Medical Center***

Bronx, NY

Risk Management

March 2016-May 2016

- Maintained agency files and made copies of necessary paperwork.
- Answered telephones and transferred calls and recorded messages.
- Greeted visitors and potential clients and answered questions.
- Assisted multiple divisions within the agency as needed.

***John F. Kennedy YABC***

Bronx, NY

Assistant Intern

November 2013-February 2016

- Assist with paperwork and filing documents.
- Developed and engaged with Staff Members in their work.
- Answered telephone and transferred calls and received messages.

***Lincoln Hospital***

Bronx, NY

Medical Intern

January 2013-May 2013

- Assisted doctors with preparing for basic and emergency surgery procedures.
- Sanitized and organized surgical tools and equipment.
- Observed surgeries and autopsies.
- Returned surgical instruments following surgeries and autopsies.

***Skills***

- Proficient in Microsoft Office, social media and internet navigation.
- Friendly and able to receive constructive criticism.
- Strong problem solving and analytical skills.
- Willingness to participate in group activities and teamwork.
- Strong interpersonal and leadership skills.