

WILLIAM BLACK JR.

2510 Kimball Street, Philadelphia, PA 19146 | 404-775-6363 | williambb.jr@gmail.com

EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Expected Graduation: June 2016

Bachelor of Business Administration

Major: Management Information Systems | Minor: Marketing

- GPA: 3.66
- Dean's List: Spring 2015

WORK EXPERIENCE

JPMORGAN CHASE & CO., Newark, DE

June 2015 – August 2015

Corporate Summer Intern, Global Technology

- Facilitated project management guidelines and reports between business and technology team members
- Conducted investigation and data analysis efforts using internal company systems
- Exposed potential cost-saves from reducing data backup retention periods
- Collaborated with subject-matter experts to create high-level data backup analysis reports for senior management

UNITED STATES ARMY, The Pentagon, Washington, D.C.

January 2013 – July 2014

Assistant Program Director, Non-Commissioned Officer

- Managed and led 22 military service members to the highest standard
- Coordinated, scheduled, and oversaw the successful escorting of over 1,000 private guests of the Pentagon that ranged from foreign dignitaries, Heads of States, Medal of Honor recipients, celebrities, and distinguished guests and family members of the Secretary of Defense
- Led a joint-military team to escort guests of the Secretary of Defense and Chairman of the Joint Chiefs of Staff during the September 11th Ceremony in 2013
- Developed and facilitated the official process to recruit outstanding military personnel to be official escorts and public liaisons for distinguished visitors of the Pentagon
- Crafted weekly operations briefings for the Pentagon Tours Program, and directly presented them to the Deputy Assistant Secretary of Defense for Public Affairs

UNITED STATES ARMY, Fort Myer, VA

November 2010 – January 2013

Team Leader

- Trained with an extremely skilled company of soldiers to collectively execute highly visible ceremonies that included; official Arrivals for Heads of State, Ceremonial Funerals at Arlington National Cemetery, Memorial Day "Flags In" Ceremony, and various Department of the Army goodwill outreach programs throughout the National Capital Region
- Developed and trained new soldiers to become proficient in the overall strategic mission as a member of the Commander-In-Chief's Guard, modeled after George Washington's personal guard during the American Revolutionary War
- Resolved various concerns and conflicts that arose from within the team as varying challenges were met frequently

SKILLS

- Proficient: Microsoft Excel, PowerPoint, Outlook, and Word
- Intermediate: MySQL, WordPress, VMware, SharePoint
- Beginner: HTML, CSS, Python, PHP, SAS Enterprise Miner, SAP