**William C Purdy**

**Permanent Address:**

650 Ramblewood Rd

Houston, TX, 77079

(630) 485-1080

purdyw001@yahoo.com

**Career Objective**

Analytical and passionate content writer currently working with a Search Engine Optimization company that helps business websites to appear higher on search engine results. Thorough worker that aims to lend his talents and skills to a more structured work environment

**Education**

**Southwestern University Graduated: May, 2012**

BA in Psychology

**Leadership Education in Neurodevelopmental Disabilities (LEND) Graduated: May, 2017**

**Experience**

**Memorial Assistance Ministries Sept. 2014 to Feb. 2017**

Volunteer Cashier

Houston, TX

* Handled cash at counter
* Provided customer communication and service
* Stocked and organized products

**Third Planet Sci-Fi Superstore Feb. 2017 to June 2017**

Sales Representative

Houston, TX

* Provided customer communication and service
* Performed maintenance tasks such as cleaning and fixing shelving
* Stocked and organized products

**Spectrum Fusion April 2017 to Present**

Blogger/Content Writer

Houston, TX

* Composed blogs and content for Spectrum Fusion website
* Drafted content for Spectrum Fusion Newsletter, White Paper, and Brochure

**SEO411 October 2018 to Present**

Content Writer

Houston, TX

* Composed articles for businesses that hired SEO411’s services

**Skills**

* Proficient writer with a strong grasp of the English language and a varied vocabulary
* Capable copy/content editor
* Analytical and thorough researcher
* Proficient with Microsoft Word and Google Drive
* Familiar with Microsoft Excel, and PowerPoint
* Some experience with sales and customer service
* Semi-fluent in French