

WILLIAM T. BRADLEY

267.602.7265

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SUMMARY OF QUALIFICATIONS

- Excellent communications, organizational and administrative skills
- Work well independently and in collaboration with others
- Efficient in Microsoft Office Suite

PROFESSIONAL EXPERIENCE

TELEPHONE SURVEYOR

Morris Davis & Company • Philadelphia, PA

2010

- Surveyed residents to determine the effectiveness of U.S. Department of Transportation ad campaigns designed to educate and discourage drinking while driving
- Interviewed respondents to assist the U.S. Housing and Urban Development in ascertaining fair market rental subsidies in the locale

HEATING/VENTILATING/AIR CONDITIONING TECHNICIAN

Pennsylvania Department of Corrections • Pittsburgh, PA

2008—2009

- Diagnosed the malfunctions of heating and air conditioning systems
- Recommended strategies to restore systems to normal operation
- Installed electrical wiring of split air conditioning units
- Performed general system maintenance, including changing filters, motor and belts
- Charged air conditioning systems
- Brazed and welded copper piping

LIBRARY ASSISTANT

Pennsylvania Department of Corrections • Pittsburgh, PA

2005—2008

- Surveyed library users to develop quarterly book purchase list
- Checked out books and processed returns
- Categorized books for re-shelving
- Assisted patrons with book referrals and research

PARA TEACHER

Pennsylvania Department of Corrections • Pittsburgh, PA

2003-1990

- Prepared students in English and math for GED testing

CERTIFICATIONS

Commonwealth of Pennsylvania • Computer Aided Drafting, AutoCAD2000

VOLUNTEER EXPERIENCE

Editorial Assistant • *Graterfriends and Correctional Forum* • The Pennsylvania Prison Society • Philadelphia, PA
Assistant Instructor • Excel 7 Workshop • Temple University • Harrisburg
Facilitator • Thresholds: A Systemic Approach • SCI Pittsburgh

EDUCATION

University at Pittsburgh • Pittsburgh, PA	1990
<i>Bachelor of Arts • Public Administration (Cum Laude)</i>	
Community College of Allegheny County • Pittsburgh, PA	1982
<i>Associates • Business Administration</i>	

TECHNOLOGICAL KNOWLEDGE

Operating Systems/	Windows 7/XP/2000
Software Proficiencies	Microsoft Access • Excel • Outlook • PowerPoint • Word