

WILLIAM A. COLON

STUDENT

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HAZLE TOWNSHIP, PA

OBJECTIVE

To utilize my expert editorial skills to deliver error-free, engaging, and high-quality content for a variety of clients and industries.

SKILLS & ABILITIES

Expertise in editing for grammar, syntax, spelling, and punctuation, with a keen eye for detail and the ability to maintain the author's voice and intent.

EXPERIENCE

1999-2023	Military Managed a company of two hundred plus personnel. Maintaining administrative records, tracking career progression and ensuring morale was maintained.
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EDUCATION

2025-2024	Computer Information Systems Luzerne County Community College
2014	General studies Maryland University
2007	Business Administration Central Texas College

COMMUNICATION

Able to communicate effectively written and verbal form.

LEADERSHIP

Ability to manage multiple projects simultaneously and meet tight deadlines, while maintaining the highest standards of quality.