

WILLIAM RUEB

Walnut Creek 94596
9254640073 - willrueb1@gmail.com

PROFESSIONAL SUMMARY

Dynamic professional with a strong background in operational risk management and project coordination. Leveraging teamwork and collaboration skills to enhance event safety and compliance, contributing to positive outcomes for all stakeholders.

SKILLS

- | | |
|--------------------------------|------------------------------|
| proficient in Adobe illustator | project management |
| • Operational risk management | • Teamwork and collaboration |
| • Critical thinking | • Problem-solving abilities |
| • Case analysis | • Document preparation |
| • Aerial photography expertise | |

WORK HISTORY

01/2025 to 01/2026

Risk Management Specialist

Lamda Chi Alpha – Eugene, OR

Facilitated registration and coordination of event details to ensure officials remained informed of all fraternity activities.

Monitored compliance with fraternity and legal guidelines at events, prioritizing the safety of all event attendees.

Coordinated hiring of professional security teams to supervise events and guarantee a safe atmosphere.

Collaborated with Interfraternity Council to monitor and reinforce fraternity adherence to campus guidelines.

06/2024 to 09/2024

Construction Management Intern

Signature Services – Concord, CA

Evaluated construction sites and executed cleanup operations to ensure readiness for construction activities.

Captured visual updates via drone for construction projects to provide to the Board of Directors to Home Owner's Associations; communicate project advancements and uphold work quality.

Enhanced content presentation to ensure visual appeal and effective storytelling.

Communicated details of upcoming projects to community members and HOA to ensure awareness and engagement.

07/2024 to 08/2024 **Paralegal Intern**

Rueb Stoller Daniel, LLP – Atlanta, GA

Captured critical information and maintained accurate records throughout deposition sessions.

Assisted in observing trial preparation processes to enhance case readiness and strategy development.

Examined trial documentation and flagged significant information to support case preparation.

EDUCATION

Expected in 06/2027 **Advertising And Sports Business**

University of Oregon - Eugene, OR

Expected in 06/2027 **Bachelor of Science: Advertising And Sports Business**

University of Oregon - Eugene, OR

08/2025

Alba Study Abroad - Barcelona, Spain