

Billfred Leverette

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2020-present: Univ. of SC School of Medicine — Program Assistant, SC Assistive Technology Program

- Manage program's device loan service with hundreds of unique devices worth six figures combined in inventory.
- Sourced and operate 3D printer system to produce repair parts and giveaway assistive devices, saving thousands of dollars in its first year of operation.
- Receive and organize loan applications, finalize loan agreements in Adobe Acrobat to legal department standards, provide phone and email customer service to borrowers seeking training or extensions, and follow up on overdue loans.
- Coordinated giveaways for 800-attendee virtual expo event, including prize drawings and shipping.
- Implemented Microsoft Teams electronic messaging throughout program.
- Successfully led \$30,000 overhaul of iPad fleet, including first-on-campus pilot rollout of Jamf device management software to 60+ devices, including reporting issues to IT staff and resolving early bugs.
- Inspect devices before and after loans and coordinate repairs with vendors.
- Performed in-person, videoconferencing and videotaped training for audiences including government agencies, families, therapists, school teachers. Selected to present at the 2022 Assistive Technology Industry Association Expo.

2017-2020: Everything Is Well Above Average LLC, West Columbia, SC – Owner/Director/Teacher

- Established Columbia franchise of a leading STEM enrichment program provider.
- Was fully responsible for accounting, payroll, hiring, and profit and loss.
- Organized supplies and project kit inventory for staff, including thousands of LEGO bricks, tablet computers, rechargeable batteries, and teacher laptop/projector for each of multiple routes.
- Maintained databases in franchise management system, including exports for marketing mailers.
- Grew customer list and sales from zero to 5-figure repeat purchase orders through organized correspondence.
- Led classes of up to 27 students, grades pre-K through college, in classes, parties, and summer camps.
- Hired, background checked, trained, and supervised 7 employees operating in three sites at once.

2016-2017: AndyMark, Kokomo, IN – Marketing and Sales Specialist

Ran business reports and created products in ERP system databases. Developed new products using agile methodology to close gaps in existing lines, clearing thousands of dollars of dead inventory. Created polished marketing copy, from proposals for partners to email newsletters. Managed social media and led the company support booth, promotional display, and giveaway marketing efforts at events as large as 65,000 attendees. Provided backup operations support.

2015-2016: InventoryLab, Columbia, MO (remote) – Social Media Moderator

Performed community management and customer service on the company's Facebook group. Logged tickets with higher-level support, directed users to support resources, collected user ideas for future improvements, screened new members.

2008-2015: Jim Hudson Automotive Group & Dealerships, Columbia, SC – Internet Marketing Specialist

Created process for collecting and displaying information on vehicles entering inventory, including records of features, book value for accounting compliance, photographs, and repair orders on used vehicles. Developed a Microsoft Excel spreadsheet to track salesman and dealership performance in a reader-friendly format, later adopted by all seven dealerships in the group. Implemented CRM installations at two sites. Supervised and trained four staff across two sites.

Volunteer Leadership Experience

2004-present: FIRST Robotics Competition Teams, Columbia, SC/Walton, IN – Mentor/Coach

Led team from missing playoffs in 2012-2018 to four straight playoff appearances and its first championship banner. Started one team from scratch, recruiting new students and over \$40,000 in grant and sponsor funds. Hosted six state-level events, including securing game materials under NDA and holding trainings for mentors. Directed student teams in best practices in safety, design, branding, and strategy. Updated and codified team design processes, leading to better robots built faster. Built scouting system (Google Sheets spreadsheet, collection form, and training for students and collaborators) to model future matchups and identify potential partners for the playoffs.

Education & Certifications

University of South Carolina Darla Moore School of Business, Columbia, SC

B.S. in Business Administration. Major in Marketing, minor in Media Arts.

Jamf Certified Associate, HubSpot Inbound Certified

Computer Skills

Microsoft Apps: Windows, Office, Word, Excel, PowerPoint, Outlook, Teams, Access

Google Apps: Docs, Sheets, Slides, Drive

Others: Adobe Creative Cloud, Photoshop, Illustrator, Premiere/Premiere Rush, Acrobat. Jamf Pro, Canva, Buffer, Proprietary CRM systems, Slack, Basecamp, Trello, and a bit of Asana