

# WILLIAM ARNOLD III

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(305) 797-0425

## SKILLS AND INTERESTS

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- Well developed people skills
- Completely honest & reliable
- Proven leadership abilities
- Writing at the undergraduate and graduate levels

### Computer Skills

- Operating systems: Windows 3.1/95/98/NT/ME/XP, Macintosh OS 9/X, Linux, DOS, Pocket PC, Palm OS
- Microsoft applications: Word, Excel, Access, PowerPoint, Front Page, Publisher, Outlook, Works
- Adobe applications: Photoshop, InDesign, Pagemaker
- Macromedia applications: Dreamweaver, Flash, Fireworks
- Other applications: Lotus Ami Pro, OpenOffice, Symantec Visual Page, Intuit Quickbooks, Corel Quattro Pro, Real Producer, Virtual Dub
- Experience building desktop computer systems, formatting & partitioning hard drives, installing operating systems, drivers, hardware & software and troubleshooting a wide variety of problems
- Exposure to wired & wireless (802.11b) networking, configuring cable & DSL broadband, file sharing, firewalls, Java, HTML, audio/video editing
- Attended Photoshop World 2002, hosted by the National Association of Photoshop Professionals
- Took classes in: MS FrontPage, Adobe InDesign & Basic Computers

## EDUCATION

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**09/98 – 06/01**                      **Western Seminary San Jose**                      **Los Gatos, Ca.**  
*Working Towards the Master of Arts in Exegetical Theology*

**09/95 – 06/98**                      **Christian Life College**                      **Stockton, Ca.**  
*Bachelor of Arts in Bible and Theology with an Emphasis in Christian Education*

- Missions Club Vice-President
- Public speaking and debating
- Ran college tape ministry

**09/91 – 12/02**                      **Florida Keys Community College**                      **Key West, Fl.**  
*General Education*

## RELEVANT EXPERIENCE

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**03/00 – Present**                      **Institute for Biblical Studies**                      **Web Site**  
*Director, Webmaster*                      [www.OnenessPentecostal.com](http://www.OnenessPentecostal.com)

- Web site design and maintenance
- Respond to theological questions submitted by our readers
- Review articles submitted for inclusion
- Presently receiving around 100 visits per day

**01/02 – 08/03**                      **New Life Tabernacle, Inc.**                      **Key West, Fl.**  
*President and Senior Pastor*                      [www.KeyWestApostolic.com](http://www.KeyWestApostolic.com)

- Led a congregation with a typical Sunday morning attendance of about 50 people
- Provided counseling & guidance for church members to help them lead happier & more productive lives
- Supervised department heads of the various of ministries in the church, including: Sunday School Dept., Spanish Ministry, Youth Ministry, Music Dept., Evangelism Team, Maintenance Dept, Tech Dept.
- Designed church brochure
- Designed and maintain church web site

**03/02 – 07/03**                      **Merili McCoy, Commissioner**                      **Key West, Fl.**  
*Office Assistant*

- Computer maintenance and training
- Data entry, filing and general office

**03/01 – 06/01**                      **Bay Extrusions**                      **San Leandro, Ca.**  
*Quoting Agent*

- Produced price quotes for potential customers
- Data entry, filing and general office