

---

# WILLIAM ANTHONY MAZON

William Anthony Mazon

612 4th Street

Wheatland, CA 95692

(530) 588-3926

w.anthony.mazon@gmail.com

## EXPERIENCE

### Senior Pastor, Harvest Church

Wheatland, CA — June 2015 - Present

- Set vision and spiritual direction for the church
- Prepare weekly sermons for our main worship service
- Facilitate the main worship service
- Organize monthly and annual calendar for main service speaking topics
- Recruit and train leaders to oversee volunteer teams for Sunday morning and midweek services
- Facilitate a mid-week Bible Study

#### Other duties

- Hired Student Ministries Director
- Hired Administrative Assistant
- Built website for Harvest Church
- Trained leaders to use Planning Center for the scheduling of team members
- Trained leaders to use Faithlife Proclaim for all media presentations for the church

### Insurance Verification Specialist, CVS/Coram Specialty Infusion Services

Sacramento, CA — February 2014 - Present

- Call insurance companies to confirm medical benefits for potential patients
- Enter and manage patient information within nation-wide database
- Communicate and collaborate with local team members to manage the input of patient information in an efficient and timely manner
- Collaborate with nationwide branches to confirm therapies and ensure timely delivery of medical supplies
- Stay up-to-date with ever changing rules and requirements for the health insurance industry
- Stay up-to-date with ever changing laws regarding patient confidentiality, waste, and fraud in the healthcare industry

### Student Ministries Pastor, Valley Community Church

Sacramento, CA — September 2012 - April 2014

- Set vision and spiritual direction for the youth ministry
  - Lead a mid-week youth service
  - Lead a weekly Sunday School class
-

- 
- Recruit and trained 8 student leaders and 5 adult leaders
  - Established bi-monthly small groups and trained leaders for Jr. high and high school students

#### **Other duties**

- Establish social media presence on Facebook, Twitter, and Instagram
- Keep the church's podcast and Facebook page up to date
- Design the church's promotional material for all major events, including logos, flyers, posters, and online graphics
- Setup and maintain staff email and collaboration accounts and online calendars

#### **Student Ministries Pastor, Chico First Assembly**

**Chico, CA — September 2007 - August 2012**

- Started and managed a weekly youth service
- Set vision and spiritual direction for youth ministry
- Recruited and managed a student-led worship team for our weekly service
- Recruited and trained an adult team of 5 leaders and student leadership team of 12 leaders
- Established small groups and trained leaders for Jr. High, Sr. High, and young adults
- Area Leader organizing several Sectional Services and meetings with area youth pastors
- Oversaw launch and development of a young married ministry with monthly events for the young families
- Conducted a 6-week men's group for the young married men
- Hosted a "Bridging the Generations" dinner to merge young married families with the older "Young at Heart" families

#### **Other duties**

- Built and maintained the church website at [www.chico1st.com](http://www.chico1st.com)
- Keep the church's podcast and Facebook page up to date
- Design the church's promotional material for all major events, including logos, flyers, posters, and online graphics.
- Setup and maintain staff email and collaboration accounts and online calendars

#### **Webmaster/IT Support, Calvary Temple Worship Center**

**Modesto, CA — 2004 - 2007**

- Built and managed nine websites for the church and its various ministries, including [ctwc.com](http://ctwc.com) and [glenberteau.com](http://glenberteau.com)
  - Collaborated with ministry pastors and leaders for creative and interactive web experiences for their ministries
  - Assisted IT Director in solving computer and networking related problems with office technology
-

---

## SKILLS

### Administrative Skills

- Administration
- Team Organization
- Leadership Development
- Volunteer Management
- Systematic Preaching
- Discipleship
- Pastoral Care
- Event Planning

### Technical Skills

- Graphic art and design using Adobe Illustrator, Adobe Fireworks, and Adobe Photoshop
- Web design and development using HTML, XML, Flash, MySQL, and PHP
- Proficient in MS Office suite including Word, Excel, PowerPoint, and Outlook
- Proficient with online collaboration tools such as Slack, Google Apps, Office 365 and other online communication platforms
- Able to learn new software applications with ease

## REFERENCES

Reverend Abe Daniel  
Senior Pastor – Trinity Life Center  
5225 Hillsdale Blvd  
Sacramento, CA 95842  
(916) 383-0775

Reverend Kevin Newton  
Senior Pastor – Valley Community Church  
3150 Wissemann Dr.  
Sacramento, CA 95826  
(916) 383-0775

Reverend Scott Williams  
Senior Pastor – Chico First Assembly  
1137 Arbutus Ave.  
Chico, CA 95926  
(530) 345-1377

---