

Patrice Howard
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Professional Accomplishments

Different and Wonderful Learning Center

May 2018 -

Teacher Aide

- Provide assistance in preparing lesson for the day
- Help maintaining a clean and organize classroom
- Supervisor students during class and when teacher is not present

United States Department of Labor, OSHA

Feb 2018- April 2018

Whistleblower (Internship)

- Create and implemented a procedure to inventory, organize and file roughly 3,000 whistleblower cases
- Assisted in screening incoming Whistleblower complaints
- Freedom of Information Act Coordination (FOIA) screening cases files for matching docket numbers on spreadsheet

Worcester County Probate and Family Division

November 2017- December 2017

File Room Clerk (Internship)

- File records away in alphabetical or numerical order
- Retrieve files as necessary for case specialist , attorneys
- Check all incoming paperwork and make copies before distributing

New York State Division of Human Rights

January 2017-March 2017

Receptionist (Internship)

- Answered and screen all incoming calls
- Maintain a safe and clean reception area
- Receive and sort mail daily

Education

U.S. Department of Labor Grafton Job Corps Academy

Human Service Worker (H.S.W.) Program

June 2017-May 2018

U.S. Department of Labor Bronx Job Corps Academy

Office Administration/Business Technology

June 2016- June 2017

Willingboro High School

High School Diploma**Certifications**

- University of Oklahoma Residential Youth Care Professional
- Conflict Mediation
- Customer Service
- Managing Aggressive Behavior
- Mandated Reporter
- Red Cross First Aid / CPR /AED
- Microsoft Office Specialist

Reference Upon Request