

Patrice Howard  
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## **Professional Accomplishments**

### **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 Child Youth Care Professional Certification
- Conflict Mediation Certification
- Customer Service Certification
- Managing Aggressive Behavior Certification
- Mandated Reporter Certification
- Red Cross First Aid / CPR /AED Certification
- Microsoft Office Excel Specialist Certification
- Microsoft Office Word Specialist Certification
- Microsoft Office Powerpoint Specialist Certification