

Patrice Howard
145 North Farson
Philadelphia PA 19139
Mobile:(609)346-3302
howardlpatrice@gmail.com

Objective: To contribute to your organization's success through the efficient use of previous experience and skills

Professional Accomplishments

BJ's Wholesale Club

August 2017- May 2018

Cashier/Self Check

- Assist members by providing information and resolving members complaints
- Receive payments by checks , vouchers, cash, debit
- Maintain a clean and orderly checkout area and complete other general clean duties

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)

- Sort all papers alphabetically and according to content, dates
- Retrieve files as necessary for case specialist , attorneys
- Check all incoming paperwork and make copies before distributing

Grafton Recreation Summer Camp

June 2017-August 2017

Activities Assistant (Internship)

- Coordinated entertainment , theme socials and outings
- Learn and taught camp themes as need
- Ensure programs run on schedule and all require supplies are purchased

Grafton Job Corps Academy

Sept 2017-Oct 2017

Residential Advisor (internship)

- Identified and resolved conflicts between students
- Responsible for enforcing policy and documenting incidents of policy violations
- Created and maintain a positive living environment

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