

# Patrice Howard

Philadelphia, PA

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609-346-3302

To use extensive experience in office administration, human service work .

Authorized to work in the US for any employer

## Work Experience

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### **Teacher Aide**

Different and Wonderful - Westampton, NJ

May 2018 to Present

Provide assistance in preparing lessons for the day

Help maintain a clean and organize classroom

Supervisor students during class and when teacher is not present

### **Whistleblower (Internship)**

United States Department of Labor, OSHA - Boston, MA

February 2018 to April 2018

Created and implemented a procedure to inventory , organize , and file roughly 3,000 whistleblower cases at the Regional office .

### **Cashier/Customer Service**

BJ's Wholesale Club - Northborough, MA

July 2017 to April 2018

Receive payment by cash, credit card, vouchers, or automatic debits

Guiding and solving queries of customer

Greet customers entering into organization

Provide training and assistance and assistance to new joined cashiers

### **File Room Clerk (Internship)**

Worcester Probate & Family Court - Worcester, MA

November 2017 to December 2017

Answered phone, received calls and distributed files to the recipient in a time manner. Filed cases back , periodically sat in on cases

### **Receptionist (Internship)**

New York State Division of Human Rights - Bronx, NY

January 2017 to March 2017

Manage receptionist area in a neat and organize fashion. Greeted visitors in person and on the phone. Dispersed incoming mail to the recipient through out the office.

## Education

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### **Residential Child Youth Care Professional Certification in Human Service Worker**

Grafton Job Corps Center - North Grafton, MA  
June 2017 to April 2018

### **Office Administration**

South Bronx Job Corp - Bronx, NY  
June 2016 to June 2017

### **High school Diploma**

Willingboro High School - Willingboro, NJ  
September 2008 to June 2011

## Awards

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### **Student of the Month**

August 2017

Outstanding hard work in class

### **Employee of the Month**

September 2017

Taking initiative in helping members on and off clock

## Certifications/Licenses

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### **Microsoft Office Word Specialist**

March 2017 to Present

### **Microsoft Office Excel Specialist**

June 2017 to Present

### **Microsoft Office PowerPoint Specialist**

February 2017 to Present

### **Managing Aggressive Behavior Certification**

August 2017 to Present

### **Mandated Reporter Certification**

September 2017 to Present

### **CPR/First Aid Certification**

September 2017 to Present

### **Residential Child Youth Care Practitioner Certification**

April 2018 to Present

This certification is for professions who can provide direct care staff and common knowledge base and philosophy with working with children and youth

## Groups

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### **Meal Serving**

August 2017 to May 2018

Kept donation area neat and clean on regular basis  
Organized and shelved food donations  
Monitor expiration dates for food donation on a regular basis

### **Animal Shelter Volunteer**

January 2018 to May 2018

Fed animals twice a day  
Made sure they had access to fresh water at all times  
Assist in cleaning and sanitizing all cages/kennels on daily basis  
Perform other duties when assigned

### **Grafton Recreation Summer Camp**

July 2017 to May 2018

Volunteer there as a camp counselor

## Additional Information

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40WPM