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# Dawn Williams

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## EXPERIENCE

### **Little Lulu Childcare Center, Philadelphia, PA** - *Childcare Director*

January 2015 - PRESENT

- Plan, prepare and execute weekly units based upon the theme to develop social, cognitive and physical skills.
- Assist with the development of IEPs and meetings with child therapist.
- Work along with TSS workers on achieving goals for special needs children.
- Supervise preschool teachers and childcare workers.
- Provide training and professional development opportunities for staff.
- Ensure facilities are maintained and cleaned according to state regulations

### **Kidz 1st Stepz Childcare Center, Philadelphia, PA** - *Childcare Director*

February 2013 - February 2015

- Hired and trained preschool teachers and childcare workers.
- Established policies and communicated them to staff and parents.
- Assisted staff in communicating with parents.
- Helped staff resolve conflicts between children.

### **Kindercare Childcare Center, Philadelphia, PA** - *Group Supervisor*

January 2011 - January 2013

- Developed and maintained productive learning environment by clearly stating classroom rules, holding teacher assistance accountable for their contributions, and being consistent and fair in administering positive and negative consequences to staff members
- Assisted youth dealing with psychosocial issues and advocated their needs to appropriate agencies or staff for further assistance.
- Provided educational and recreational activities for children, ages one to six years, in a preschool/day care setting.

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### **Valley Youth House, Philadelphia, PA** - *Coach Case Manager*

July 2011 - November 2012

- Scheduled and conducted consultation appointments for active members to discuss options regarding housing, education, and employment resources.
- Maintained and developed a consistent relationship with the members appointed DHS worker and/or therapists.
- Held responsible for the daily care of 75 assigned members, and conducted one-to-one counseling sessions.

### **Philadelphia Education Fund, Philadelphia, PA** - *College Access Cord.*

September 2009 - June 2011

- Organized college readiness learning activities to meet the expectations and goals of the Philadelphia Education Fund.
- Conducted presentations to potential College Access participants regarding the key aspects of the program.
- Provided superior customer service and work quality to the participants of the program while demonstrating attention to detail, flexibility and innovation in resolving problems.

### **School District of Philadelphia, Philadelphia, PA** - *Graduate Fellow*

September 2008 - September 2009

- Acquired excellent communication and interpersonal skills with the public and coworkers.
- Highly regarded by all employees for friendliness, hard work and the ability to learn new procedures very quickly.
- Closely coordinated with all departments of Dual Enrollment to ensure continuity.

## **EDUCATION**

### **Gwynedd Mercy University, Gwynedd Valley, PA** - *Masters of Science in Educational Administration*

March 2015 - Present

### **Lincoln University, Oxford, PA** - *Bachelor of Science in Human Services*

August 2003 - May 2008

## **Skills**

- Excellent written and verbal communication skills.
- Proficient in Microsoft Suite (Word, Excel, PowerPoint).