

- **Mary Williams**

4254 Bennington Street, Philadelphia, PA 19124
Cell: 215-954-2925 Marywilliams2898@gmail.com

Career Focus

Looking for an opportunity to use my knowledge and experience in a professional environment

Core Qualifications

- Critical thinker
- Detailed oriented
- Planning/coordinating skills
- Excellent quantitative skills
- Team leadership
- Professional demeanor
- Excellent research skill

Work Experience

After School Teacher

April 2006 to October 2004

Waldrof School of Philadelphia – Philadelphia PA

Read stories to the children and taught them painting, drawing and crafts. Carefully monitored children's play activities. Communicated with children's parents and guardians about daily activities, behaviors and problems. Planned and led games, reading and activities for groups of children.

Cashier

January 2000 to March 2002

Please Touch Museum – Philadelphia, PA

Assessed customer needs and resposended to questions. Operated cash register with proficiency. Provided professional and courteous service at all times. Updated register logs.

Lead Teacher

September 1998 to June 2002

Chrissy Play Pen – Philadelphia, PA

Organized activities that developed children's physical, emotional and social growth. Made nutritious snacks and meals children. Established and maintained a safe play environment for the children. Monitored children's play activities to verify safety and wellness. Carefully supervised children in play area. Encouraged curiosity, exploration and problem-solving with age-appropriate playtime activities. Created daily lesson plans for activities.

Education and Training

High School Diploma, 1998

Strawberry Mansion High School – Philadelphia, PA

Certificate: Child Care, 1997

Delaware Valley Child Care Council – Philadelphia, PA

Certification: Drug & Alcohol Abuse Intake Specialist, 2000

Sankofa –Philadelphia, PA