

# Dawn Williams

1520 Orland Street  
Philadelphia, PA 19126  
(215) 600- 7713

I have the educational, work experience and a proven track record that clearly demonstrates my qualifications to contribute my expertise as an Childcare Director

As the Director position my success in the past has stemmed from my strong commitment and sense of professionalism. I maintain high standards for my quality of work and my ability to follow through. With a desire to learn from others, follow examples, and improve on ways to provide better education for future generations.

A few of my skill sets are facilitation of small and large groups. I conduct an average of five workshops daily, averaging about 35 students per session, and I see over 150 students a day, I also do one-on-one sessions. I have assisted youth in developing short and long term goals, along with workshop topics like, employment, education, mentoring, and other life skills goals. In regards to the major intangibles valuable to any organization, I am very organized and has the ability to show written and verbal communication skills. I am a leader that leads by example. I hold my students accountable reassuring their abilities to achieve their educational goals. I was a first generation low-income college student I understand and can relate to the educational needs within this population. I am extremely motivated to continue to make a difference within the education system.

This position is comparable to my current knowledge, skills and abilities and it is an excellent fit for me. I have established a working relationship within, the public school system and have worked closely with staff, directors, parents and most importantly the children. While I understand the responsibilities for the Position the values that I hold dearly in regards to education goes well with your mission. I would be a great candidate for this position. I believe my background provides the skills you require for this position. I would welcome the opportunity for a personal interview to further discuss my qualifications.

Please feel free to contact me by phone at 215-600-7713 or by Email at [DawnWilliams10@outlook.com](mailto:DawnWilliams10@outlook.com). In addition, I have my Child Abuse Clearance, Criminal Background Check, and FBI Clearances.

Sincerely,

Dawn Williams