

Sadedrah Williams

Administrative Assistant

Philadelphia, PA 19121

sadedrahwilliams@gmail.com - (267) 401 9941

WORK EXPERIENCE

Program Specialist

NHS Human Services - Trevoese, PA - May 2016 to Present

I serve as a supervisor currently working with IDD individuals , leader inside of the classroom as a part of the chain of command, complete assessments, and help the company by creating individual goal plans for consumers.

Administrative Assistant

Volunteers of America Delaware Valley - February 2016 to March 2016

Handled the consumer's funds in regards to their monthly expenses, Obtain monthly banking data entry report for each consumer, schedule interviews, update the department staffing chart, create profiles for new hires, etc.

Residential Program Counselor

Volunteers of America Delaware Valley - April 2015 to February 2016

Assist individuals with intellectual disabilities to help them live more independently such as assisting the consumers with laundry, housekeeping, shopping, grooming needs, and crisis intervention strategies.

Child Care Provider/Nanny

CCIS - Philadelphia, PA - August 2013 to January 2016

Make sure the children were fed, help with homework if given, and provide them with fun activities until their parent(s) arrived.

School Liaison

Philadelphia Juvenile Dentention Center - Philadelphia, PA - 2014 to 2014

A facilitator who teaches young girls from ages 6-14 about sex education, media literacy, leadership community service, and how to promote a healthy lifestyle.

Recovery Specialist Intern

WEDGE RECOVERY CENTERS - 2014 to 2014

Helped older adults by providing them knowledge on various topics such as trauma, relapse, building motor skills, and how to maintain a healthy relationship.

Cashier and Customer Service

Sunoco APlus Convenience Stores - 2012 to 2013

Provide friendly hospitality to each and every single customer, ring and cash out customers, assisted with floor responsibilities such as stocking items, sweeping, and wiping down stations.

EDUCATION

A.A.S in Behavioral Health and Human Services

Community College of Philadelphia Philadelphia - Philadelphia, PA
2012 to 2014

ADDITIONAL INFORMATION

SKILLS

Microsoft Word

Power Point

Excel

Outlook

Active Listener

Flexibility/Adaptability/Managing Multiple Priorities

Interpersonal Abilities

Quick learner

Ability to analyze situations accurately and effectively

Ability to build and work collaboratively in a strong team concept environment

Ability to work independently