

Demountria Williams

dedewilliams1993@gmail.com 415-583-1527

Highlights of Qualifications

- Four years customer service experience
- Assertive communicator with the ability to give and receive feedback
- Quick learner that is enthusiastic about expanding skill set
- Dedicated and energetic team player
- Proficient in Microsoft Word, PowerPoint & all Social Media Applications

Education

- Independence High School—H.S Diploma June 2011-June 2012

Work Experience

San Francisco Exploratorium *High School Explainer*

San Francisco, CA Sept. 2011-Present

- Explain a variety of scientific experiments, phenomenon, exhibits, and concepts to museum visitors, reorient lost patrons
- Develop educational activities, train co-workers on animal dissection and managing museum floor with visitors
- Manage school based groups; assist in creating and leading summer camps
- Perform animal dissections, magic tricks for school based groups

Poll Worker

Clerk

San Francisco, CA Nov. 2012-Nov. 2012

- Manage the voting process.
- Verifying voter credentials issuing ballots
- Ensure all election laws were being followed

UCSF, Young Women's Steering Committee

San Francisco, CA August 2010- Oct. 2011

Teen Leader

- Lead of group of young women in the organization of a Summit Day in San Francisco
- Created and implemented activities for the entire Summit Day
- Lead daily presentations, outreached to community members in order to build awareness and support for event

3D Vision

Office Assistant

San Francisco, CA June 2010- Oct.2010

- Filing, data entry, general clerical duties
- Answered and logged calls
- Managed logistics for a move to a new office