

Lachelle M. Williams
San Francisco, CA
415.261.5206
wchelle22@yahoo.com

*Cashier
coming in w/
IDs*

SUMMARY OF QUALIFICATIONS

- Self-motivated, honest and dependable.
- Responsible, resourceful, and well organized. Inventory, staging, and stock.
- Skilled in handling challenging customers with patience and sensibility.
- Environmentally inclined. Culturally sensitive.
- Able to follow policies and procedures.

WORK EXPERIENCE

City and County of San Francisco
Public Service Trainee

San Francisco, CA
January 2017 – Present

- Providing clerical support to unit members.
- Assist clients in workshops; provide support to clients taking tests, and print certificates.
- Inputting data and updating databases.
- Retrieving files and archive documents.
- Greeting persons entering organization and screening and directing calls.
- Exercising confidentiality practices and dealing with the public in a friendly, professional manner.

The Care Program
Treasurer/Fundraiser Volunteer

San Francisco, CA
Jul 2012 – Present

- Identify and build relationships with potential donors.
- Write and send letters of thanks to donors to encourage new or increased contributions.
- Secure commitments of participation or donation from individuals or corporate donors.
- Develop fundraising activity plans that maximize participation or contributions and minimize costs.
- Participate on the implementation of environmental and gardening programs in the community.

UPS
Package Handler

San Francisco, CA
Oct 2013 – Feb 2016

- Packaged mail in proper order to assist drivers in stocking trucks for delivery to customers.
- Stored items in an orderly and accessible manner in warehouses, tool rooms and supply rooms.
- Recorded product, packaging, and order information on specified forms and records.
- Removed completed or defective products, placing them on moving equipment, such as conveyors, and in specified areas, such as loading docks.

In Home Supportive Services For City and County Of San Francisco
In Home Health Aide Provider

San Francisco, CA
Jul 2000 – Aug 2013

- Assisted patients in day to day activities.
- Responsible for helping, cleaning and maintaining a healthy house.
- Entertained, conversed with and read aloud to patients.
- Administered oral medications as directed.
- Prepared and served meals to patients according to prescribed diets.

*- Giants - 3 seasons -
- Burger King - 5 yrs -*