

Maljanae Williams

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WORK EXPERIENCE

Office Assistant

Arriba Juntos, San Francisco, CA

Aug 2016 – May 2017

- Works with case manager
- Answered telephone and took messages
- Copied and filed documents
- Helped clients conduct job search
- Learn computer skills
- Distributed food to clients

Youth Advisor

May 2014 – Apr 2017

Alternative Family Services, San Francisco, CA

- Met with clinicians and gave advice as a former foster youth
- Led presentations to help clinicians support their client
- Answered clients' questions

Childcare Worker

2002 - 2016

Self-employed, San Francisco, CA

- Prepared meals for children three years old and younger
- Changed diapers
- Led playtime activities, ensuring children's safety
- Facilitated nap time

Gardener Assistant (Volunteer)

2015

San Francisco Parks and Recreation Department

- Watered plants
- Planted seeds and pulled weeds
- Composted

TRAINING

CPR License, Homebridge, San Francisco, CA

Certificate, Caregiver, Homebridge, San Francisco

EDUCATION

College courses, City College of San Francisco, Expected degree 2020

High School Diploma

Five Keys Charter School, San Francisco, CA