

# Deidre Williams-Davis

---

SAN FRANCISCO, CA | 415.618.9476 | WDEIDRE@AOL.COM

## Objective

- Seeking an opportunity to use my customer service and clerical skills in an entry-level position

## Skills & Abilities

### DESK CLERK

- Training as a San Francisco desk attendant with Community Housing Partnership.
- Worked well under pressure and maintaining a consistently pleasant and professional personality when communicating with the public.
- Providing excellent customer service while greeting tenants and answering questions in a friendly, conversational manner.
- Strive to provide tenants and guests with the best experience possible and work out problems quickly.

### COMMUNICATION

- Anticipated situations by constantly keeping a watchful eye on video monitors and lobby environment for cues.
- Maintained a composed character during times of high volume or atypical dealings to keep the tenants happy.
- Followed operational policies and procedures, including those guests.

### GROUP FACILITATOR

- Assisted with the clinical treatment programming for the elderly.
- Ensure the safety, supervision and security of residents.
- Establish, maintain and ensure compliance of the resident's daily activities and clinical treatment.
- Ran and facilitated groups in place of the Coordinator regularly.

## Experience

### DESK CLERK | COMMUNITY HOUSING PARTNERSHIP | 2019

- Desk clerk training for transitional housing, apartments, and SRO's.

### VOLUNTEER | AEGIS OF CARMICHAEL | 2016

- Helped the residents of assisted living by providing them with compassionate care.



First and Last Name: Deidre Williams-Davis  
Email: wdeidre@aol.com  
Phone number: 415-618-9476

Working Experience:

Company Name: Aegis of Carmichael  
Dates of Employment: 11-15 / 5-16  
Job Responsibility:

- - lead group and peer activities
- - food prep and Salad prep
- - cleaning

Company Name: Salvation Army  
Dates of Employment: 7-17 / 2-18  
Job Responsibility:

- - Dishwasher
- - food prep
- - cleaning

Company Name: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Job Responsibility:

- -
- -
- -
- -

Skills

- - Customer Service
- - Leadership
- - works well under pressure

