

# 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: Deridre Williams-Davis  
Email: Deridre@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
-

