

PAULA WILLIAMS  
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**Objective:** To obtain a position in a growing company, that offers opportunities for career development.

**Education:** A.E Stevenson High School (1997-2001)  
Majoring in law and dance.

Katherine Gibbs (2002-2003)  
Fashion design/ Merchandizing.

Monroe College (2005-2006)  
Medical Administration.

Red cross (09/08-12/08 )  
C.N.A Certification

College to futher my education in the medical field and early childhood.

**Experience:** Macy's inc.

Milford, Connecticut (07/08-12/08)

- My job as an macy's associate was to provide outstanding customer service.  
Pricing with the early morning team, which consist of putting in extra hours for the pricing department supervisors, volunteer opened shifts.  
Instant accounts creditations, per shifts.  
Outstanding sales, service/phone, recovery ,and check-out.

Hall Neighborhood House .  
Bridgeport, Connecticut (10/06-06/08)

- My job as an teacher assistant, was to help provide the necessary materials for the day/weekly lessons.  
Teaching academics for the appropriate age groups.  
Full-time care, crafting skills, and activities .  
Report and file children profiles/records and weekly progress with A.C.S and other child recording agencies, reporting progress as well as, child abuse.

Aramark for Shea Stadium.  
Event planner/Bartender.  
Queens, New York (04/04-10/06)

- Organized and scheduled events for clients, sponsors, and charities of Shea stadium, as well as for the owners.  
Set ups for early mornings Mets V.I.P clinics and camps.  
Cashier and bartend for season home games.  
Accounting, and filing records of all finances the end of all shifts.

Old Navy/ Gap Inc.  
Bronx/Queens/ Manhattan NY

(10/01-01/05)

- Assisted customers with the selection of garments, as well as giving customer service, to more than one customer at a time.  
Supervised front end cashiers, tallied purchases via cash register, heavy phone work.  
Assist with visual and floor displays.  
Pricing, locating, recovery of items, as well maintaining floor settings, and opening credit applications.

Administrative Secretary/ Interviewer.  
Manhattan NY

(01/01-10/02)

- Polled U.S citizens regarding various state concerns.  
Inputting results on computer software.  
Heavy phone work, faxing, copying, filing.  
Contacting clients via phone.  
Telephone company secretary , contacting clients to offer better services.  
Book keeping, and processing mail.

