

Rashida L. Williams
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Objective: To obtain employment as a Secondary Mathematics teacher that will provide the opportunity to maximize the knowledge/ experience I have gained through research and internships, to motivate students to the Science, Technology, Engineering & Mathematics (STEM) field.

Education: **Elizabeth City State University**
Elizabeth City, NC
Mathematics with minor in Education
Expected graduation: May 2017

The Sawyer School of Business
Hartford, CT
Computer Administrative Technology Program
Completed three (3) quarters (totaling thirty-nine cumulative credits)

Experience: **Elizabeth City State University (CERSER)**
Elizabeth City, North Carolina
Lab Assistant 9/2013-present

- Answer phones
- Assist student in research lab
- General office work

Elizabeth City State University
Elizabeth City, North Carolina
Accounts Payable Clerk 11/2012-7/2013

- Process vendor payments
- Research invoices
- Credit memos
- Review system generated reports for accuracy

Thompson Hospitality
Elizabeth City, North Carolina
Supervisor/Cook 5/2005-2/2012

- Supervised crew of 4-6

- Prepare meals according to menu
- Catering

Dunn & Bradstreet,
East Hartford, Connecticut

Application Specialist 12/1999-2/2005

- Trained employees on complex financial records
- Collections
- Bill Adjustments
- Maintained and surpassed daily quota

Computer Skills:

Windows XP, Microsoft Word, PowerPoint, Excel, Network Essentials,
Windows 2000 Server, Banner, SciQuest; typing: 50-65 wpm

Additional Skills:

Attention to detail Professional and Mature
Strong Problem Solver Dedicated team player
Self-directed – able to work with minor supervision
Time Management – completes work before deadlines

Awards: Center of Excellence in Remote Sensing Education and Research (CERSER)

References: Sheila Onley, co-worker, 1704 Weeksville Road, Box 672, Elizabeth City, NC
27909. (252) 335-8536.

Joal Hathaway, supervisor, 1704 Weeksville Road, Box 672, Elizabeth City, NC
27909. (252) 333-5785.