

CLARA WILLIAMS

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OBJECTIVE

To obtain an Administrative position in an organization which allow me to utilize diverse skills and abilities acquired through work, training and volunteerism.

SKILLS AND ABILITIES

PC experience working in a Windows environment with proficiency using Microsoft Office Suite software applications

Demonstrated effective verbal, written and interpersonal communication skills

WORK EXPERIENCE

NCHS-VOCATIONAL REHABILITATION SERVICES - Charlotte, North Carolina

Casework Tech/Office Assistant III (1999 - Present)

Provide casework support for Work First Counselor. Complete VR Applications, help develop and implement IPE services. Provide ongoing follow along to ensure successful employment outcome. Provide Job Seeking/Job Retention Training, Job Placement. Contact prospective employers re: Placement and provide them with WOTC and OJT information. Perform other duties upon request.

UNIQUE BUSINESS SERVICE - Charlotte, North Carolina

Assistant Director (1995 - 1999)

Taught pre-employment training skills: goal setting, planning job search, completing application and personnel forms, resume development, follow-up correspondence, interviewing techniques, verbal and non-verbal communications, work ethics and personal development. Instruct introduction to personal computers, 10-key/data entry, receptionist and customer service skills classes.

READUP CHARLOTTE - Charlotte, North Carolina

Instructor (1990 - 1994)

Taught remedial reading, writing and math; enhanced parenting skills and self-esteem; provided cultural and enrichment outlets; imparted coping and budgeting skills; evaluated progress.

PUBLIC RELATIONS CONSULTANT - Charlotte, North Carolina

Self-Employed (1980 - 1990)

Dr. Raleigh Bynum: Set up intricate filing system, wrote and produced radio spots for his optometry practice.
Charlotte Mecklenburg Youth Council: Planned and executed Public Relations campaign for Low Income Energy Assistance Program. Designed leaflets, posters and billboards. Wrote and produced Public Service Announcements. Wrote News Releases and performed media interviews. Assessed JTPA component students needs, counseled them, recommended career directions and closed out program.
Gethsemane Enrichment Program Parenting Component: Tutored parents in developing reading, writing, math, computer and sewing skills. Enhanced self esteem, communicating and parenting skills. Planned and implemented cultural enrichment projects. Researched, wrote and published Parenting Handbook.
Bethlehem Center: Conducted Community Needs Assessment for Head Start Program.
WGIV Radio Community Affairs Director: Wrote and produced all Public Service Announcements; produced and hosted weekly 1 1/2 hour weekly show that developed into a 1 hour daily show; coordinated "Mountain Of Food and We Are Family Community campaigns; set up block summer parties.
State Press Secretary, Jesse Jackson Presidential Campaign: Set up state offices, composed correspondence for letters to volunteer and contributors; fed news to media; coordinated Rev. Jackson's appearances with Secret Service; coordinated efforts and activities of other campaign offices throughout North Carolina.
Southern Christian Leadership Conference Convention Coordinator: Worked with local business and organizations on preparation logistics coordinating news conferences, meetings and meals. Coordinated and confirmed all related activities with the Atlanta office.

JEFFERSON PILOT BROADCASTING COMPANY - Charlotte, North Carolina

Community Affairs Specialist (1971 - 1980)

Wrote, produced, screened, filed and logged PSA's; produced documentaries; assisted the coordination of public and community affairs projects i.e. Boys Town Auction, Blood Give In, PAP (Prompt Action Project) for early

Black community through personal involvement and the company's Black Advisor Committee; air personality and talent for "Right On", "This Morning" forerunner to "Top 'O The Day a noon magazine, "Top 'O The Day", "Whistle Stop" a children's show and substituted for "The Betty Feezor Show" a homemaker oriented Program.

RELATED EXPERIENCES AND PROFESSIONAL ACTIVITIES

Charlotte Public Relations Society: Past member
Afro-American Cultural & Service Center: A founding mother; conceived and chaired first two twelve hour Cultural Festivals in Marshall Park
Charlotte-Mecklenburg Community Relations Committee: Chair Martin Luther King, Jr. Celebrations; chaired and solicited funds for initial Police Human Relations
American Heart Association: Board Member; Publicity Committee
Easter Seals: Board member; Publicity Committee
Planned Parenthood: Founding Member of Board; Publicity Committee
Open House: Board member
Association for Sickle Cell Disease: Board Member; coordinated Corporate Luncheon
YWCA: Board Member; Public Relations Committee
Little Theatre of Charlotte: Board member; Publicity Committee
CPCC Committee For Minority Recruitment: Committee member
CPCC Radio News: Volunteer reader for the blind
NAACP-LDF: Fund Raising Committee
American Red Cross: Public Relations Committee and Disaster Volunteer
SCLC: Chair, Public Relations Committee
Open Door: Board Member
Greater Mt. Sinai Baptist Church: Voices of Sinai, Storehouse, Scholarship Committee, Nurse's Guild, G.R.A.C.E. (Drug Intervention Program), Bible and Sunday School Teacher, Computer Lab Instructor
Committee To Restore and Preserve Third Ward: Secretary

HONORS

Charlotte Mecklenburg Martin Luther King, Jr. Medallion Award
ReadUp Charlotte Golden Book Award
Governor's Literacy Award Nominee
Gaston County Community Service Award
International Women's Day Woman of the Year
Planned Parenthood Founder's Award
Dr. Martin Luther King Memorial Committee Award of Appreciation
WBTV Black Advisory Council Award of Recognition for Community Service
Charlotte Broadcast Coalition Award
UNCC Mary McLeod Bethune Award
Little Theatre of Charlotte Best Actress In A Supporting Role Award
Outstanding Young Women of America
OIC Outstanding Black Career Woman

EDUCATION and TRAINING

UNIVERSITY OF NORTH CAROLINA @ CHARLOTTE - Charlotte, North Carolina
Monitored Remedial Reading Classes

SMITH COLLEGE - Massachusetts
Literacy and ESL Workshop

CORTEZ PETERS BUSINESS COLLEGE - Washington, D. C.
Data Entry Certification

WILLIAM PENN HIGH SCHOOL - High Point, North Carolina
Diploma

REFERENCES AVAILABLE UPON REQUEST