8106 East Jefferson Apt. 503D
Detroit, MI 48214
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Janelle Williams

Objective

To acquire a position of effective change addressing Detroit senior housing issues.

Experience

5/02 - Present Presbyterian Villages of Michigan Redford, MI

Student Internship

- Developed relocation proposal for CEO presentation.
- Assist in Residence Relocation
- Conduct property locating, appraisal, managing, and acquiring.

9/01 – Present Brown Chapel AME Church Ypsilanti, MI

Senior Outreach Assistant (Student Internship)

- Organize, initiate, and facilitate program planning meetings.
- Compose and research grant proposals for senior outreach program.
- Create evaluation tools for church programs.
- Assisted in coordinating the Ypsilanti Alzheimer's Advisory Council caregiver workshop through recruiting, researching, and accounting.

8/01 – Present Community Health Scholars Program National Program Office Ann Arbor, MI

Program Administrator Assistant

- Organized and composed program renewal grant proposal for 2002-2005.
- Assisted in coordinating National Program meeting for scholars and the National Advisory Committee.
- Recruited of new scholars.
- Updated solicitation, scholar, and manual information databases.

5/01– 8/01 AIDS Minority Health Initiative Oakland, CA

Early Intervention Program Assistant

- Developed database for case workers to utilize when rendering services.
- Assisted in cataloging and gathering materials for agency audit.
- Data Entry of AIDS/HIV education course evaluations.

8/00 – 12/00 Macon County Dept. of Human Resources Tuskegee, AL

Social Service Worker (Internship)

- Conducted home visits, home assessments.
- Administered Adult Protective Service Investigations and agency evaluations.
- Developed Individual and Educational Service Plans.
- Educated clients on healthy lifestyle.

6/94-8/99 North Cities Consortium-Summer Youth Employment Training Program Alameda, CA

Academic Enrichment Instructor/General Office Clerk

- Educated students age 12-16 in basic algebra.
- Counseled students on employee performance issues.
- Conducted inventory, data entry, and other receptionist duties.

Education

8/01-Present University of Michigan Ann Arbor, MI

- MSW- Aging Specialization Certificate Expected graduation Dec 2002
- Major- Management of Human Services w/ Adults and Elderly concentration
- Hartford Geriatric Scholar- "Strengthening Geriatric Social Work"

8/97-5/01 Tuskegee University Tuskegee, AL

- B.S.W.

Organization Affiliations

- National Association of Social Workers, Member 2000- Present
- Tau Beta Sigma National Honorary Band Sorority, Member May 2001- Present
- Tuskegee University Marching Crimson Piper Alumni Band, Member May 2001- Present
- Pershing Rifle Auxillary Unit National Reserves Officer Training Corp, Member October 1997- Present

Skills

- Microsoft Office (Access, Excel, Powerpoint, and Word), Citrix Neighborhood (Finprod system only), SPSS, Compass, Filemaker Pro, and Corel Wordperfect.
- Moderately Fluent in Sign Language
- Type 50wpm

References

Available upon request.