

Ja'Von G. Williams

7 Catherine Ave, Troy, New York 12180 • Email: Javon.williams@aic.edu • Phone: 518-334-2751

Education

MBA **May 2017**
American International College, Springfield, Massachusetts

Bachelor of Science **May 2016**
Major: *Business and Sports Management*
American International College, Springfield, Massachusetts
Related Coursework: Microeconomics, Business Organization, Marketing

High School Diploma **May 2012**
Bishop Maginn High School, New York

Work Experience

Relief Staff March 2017-May 2017
Gandara Center, Springfield, Massachusetts

- Responsible for overseeing Children.
- Managing activities with children daily.
- CPR Certified
- Behavior Specialist

Party Advisor 2009 - 2015
Afrims Sports, Latham, New York

- Responsible for organizing daily parties.
- Managing multiple activities with children and adults.
- Leading different activities with groups of people.

Telecommunications Summer Intern 2014- 2015
State University of New York Albany

- Network Installation, Voice and Data Network Programming
- Reprogramming Circuits
- Troubleshooting

Student Counselor 2007 - 2010
Siena Summer Camp, Latham, New York

- Educated and guided children of different ages.
- Assisted with group leadership activities.
- Assisted with child development of social skills.

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Skills & Abilities

- Experienced in Microsoft Office
- Research Capabilities
- Multiple forms of Business Communications
- Leadership Skills
- Telecommunications
- Sports Management
- CPR Certified
- Website Development
- Accounting and Finance
- Child Counseling