**Catrice R. Williams**

820 Coates Street

Coatesville, Pennsylvania, 19320, United States

302-894-2643

catricemiller@aol.com

**PROFESSIONAL EXPERIENCE**

**the children’s Treehouse – Thorndale, pennsylvania, Unnited States**

**June 2014 – Present**

**1 year old Teacher**

**MAXWELL CLEANING - West Chester Pennsylvania United States**

* December 2008 - December 2010
* Housekeeper, Cleaning, Organizing, Laundry

**SOFTMART – Downingtown Pennsylvania, United States**

* August 2006 - September 2008
* Accounts Payable Specialist, Data Entry, Excel, Word, Sort Invoices, Run Checks ,

**XEROX – Exton Pennsylvania, United States**

* February 1996 - April 2006
* Accounts Payable Specialist, Data Entry, Excel, Word, AS/400

**EDUCATION**

**Downingtown Sr. High School**

**Downingtown Pennsylvania, United States**

* *Diploma, June 1991*

**Refrences**

*~Can supply if needed~*