

Nicole Williams

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Work Experience

Springfield Works
Volunteer

Springfield, MA
July 2020 - Present

- Researches potential grant opportunities by using online search tools.
- Makes recommendations on various donations sources.

Morigami Websites
Owner

Palmer, MA
November 2019 - Present

- Social media strategist and consultant for job seekers and entrepreneurs, providing the necessary skills and tools to market themselves to their target audience.
- I create personalized resume websites that showcase job seekers unique selling points to potential employers.

New England Business Associates
Division Supervisor

Springfield, MA
June 2019 – July 2020

- Responsible for supervision of program staff, including field supervision. Assisted in the preparation of contract reports (monthlies, scoreboards).
- Assessed interests, aptitudes, and disability needs to determine viable and mutually agreed upon goal for the Individualized Plan for Employment
- Provided hands-on training and support of staff.
- Prepared weekly schedule for staff to ensure weekly coverage of 60+ DDS consumers and monthly contracted hours were met.
- Monitored and measured team's performance against goals/benchmarks. Conducted quarterly and annual performance reviews.
- Reconciled/verified payroll hours to data entry system.
- Conducted interviews and made recommendations to hiring managers with regards to screening and interviewing candidates for hire as necessary.

MassHire Springfield Career Center
WIOA Career Specialist
Resource Room Assistant

Springfield, MA
June 2018 – June 2019
Jan. to June 2018

- Hired for a permanent position after successfully completing the DTA Works Internship program.
- Successfully completed student recruitment, screening, testing and enrollment management for vocational training programs.
- Assess participant's job readiness and determine needs, provide career counseling, and assist participant with meeting long and short-term employment and educational goals.
- Coordinate supportive services and provide follow-up services to program participants.
- Determine program eligibility, take applications and enroll eligible individuals meeting program guidelines in WIOA Title I training.

Serendipity Career Services
Independent Career Advisor

CA, CT and MA
2004 – 2017

- Social media strategist and consultant for job seekers and entrepreneurs, providing the necessary skills and tools to market themselves to their target audience. Provides information, advice and guidance to help people make realistic choices about their education, professional development and career.

BHCare

Branford, CT

Employment Specialist (Adult Services)

Jan 2014 – Oct 2016

- Carried out Supported Employment services by helping consumers obtain and sustain employment that was consistent with their vocational goals and recovery. Successfully placed 20 job seekers in competitive employment in first 90 days of employment.
- Based on agreement with consumers, provided education and support to employers, which included negotiating job accommodations and follow-along contact with employers.

Employment Specialist (Young Adult Services)

- After 6 months of hire date took on more responsibility as Employment Specialist for new Young Adult Services program in charge of vocational program throughout district. Traveled throughout the week to three different offices meeting with clients, employers and referral agencies.
- Provided job readiness training, coordination of employment services and job placement.

Windham High School

Willimantic, CT

Career Center Coordinator

2009 – 2013

- Recruited, interviewed, and supervised a team of interns, volunteers, and student employees.
- Created & promoted the Partners in Education program which resulted in 200+ relationships with employers, community agencies, one-stop career centers, and colleges.
- Provided information appropriate to the transition from high school to college and assisted students in understanding the relationship that their curricular experiences and academic achievements will have on subsequent education opportunities.
- Established professional development opportunities for faculty and created resource library, including website, presentations, curriculum, workbooks, publications, speakers, and advising materials.
- Developed an advising/mentoring network and provided tools and materials for use by students, parents, and faculty in personalizing the exploration of career options and postsecondary education opportunities.

United Services

Willimantic, CT

Vocational Coordinator

2007 - 2009

- Promoted from Vocational Counselor to Vocational Coordinator within 5 months of hire date.
- Consistently maintained 80-90% placement rate.
- Provided oversight of vocational services for adults with severe mental illness and/or substance abuse issues in the northeast CT / Windham area. Responsibilities included staff supervision and training, management of daily operations, job development, marketing, and business development.
- Performed department intakes to assess and identify clients' needs, strengths and interests through pre-vocational and vocational services, leading to successful employment of clients in jobs based on their choices and strengths. Assigned new referrals to Vocational Counselors.
- Partnered with TVCCA & CTWorks to establish the North-Eastern Job Developer's Consortium

Education & Training

MBA in Human Resources Management - Capella University (GPA 3.65) - 2013

National Career Readiness Certificate – level Gold

B.S. in Human Services - Springfield College (Magna cum Laude GPA 3.87) - 2005

Career Development Facilitator - National Career Development Association – 2013