

LEWIS COUNTY PUBLIC HEALTH & SOCIAL SERVICES
Application for the PHSS Advisory Board

Name: Linda Williams

Address: 110 Valley Meadows Dr.

Home Phone: 360 262 0931 Work Phone: _____

Email Address: we1wto5wim@comcast.net

Present Occupation & Employer: Self employed Notary Signing Agent; volunteer
Legal aid; volunteer Precinct Committee officer

Previous Employment & Experience: See attached

Education and Certifications: (List the education, credentials, training, or experience you have that you feel qualifies you for the position for which you're applying) See attached

Membership in Professional/Community Organizations (list offices held): Precinct Committee officer

Membership in other Advisory Boards (local, regional, or State) none

What is your particular interest in this Advisory Board? _____

concerned about homeless population

Are there any factors which would cause a potential conflict of interest with your responsibilities as a Board member? Please specify: not that I'm aware of

Comments/Sector representing: _____

Linda K. Williams
Signature

9-18-2017
Date

Linda Williams

110 Valley Meadows Drive
Chehalis, WA 98532

360-262-0931
law4kids@uw.edu

- Bachelor in Criminal Justice G.P.A. 3.76. graduated with honors
- Paralegal Diploma
- Notary Public
- Several years clerical/administrative experience
- Effective verbal/writing communication skills
- Recordkeeping/billing/collection experience
- Keyboarding 60+wpm; ten key 200kpm
- Proficient in Microsoft Office programs
- Experience with various Web-based data systems
- Lewis County Drug Court Internship
- Guardian Ad Litem training/experience
- Ability to exercise professional judgment and maintain confidentiality
- Ability to multi-task efficiently, and to work independently and cooperatively
- Lifetime resident of Lewis County
- Experience working/volunteering at public school and within the homeschool community

Formal Education

B.A. in Criminal Justice	University of Washington	2010-2012
A.A. Emphasis Psychology	Centralia College	2001-2004
Paralegal Diploma	Ashworth College	2000-2002

Volunteer/Work Experience

Lewis County Legal Aid	Office assistant	2017-present
• Greet clients when they come into the office • Perform an intake; enter client information into Legal Server • Attend Court and take notes on Court decisions; enter notes into Legal Server • FAMILY COURT Facilitation		
Independent Contractor	Mobile Notary Signing Agent	2014-present
• Reach out to Title/Escrow agencies and develop business relationships • Accept and review Real Estate documents from agencies • Set appointments with signers, notarize relevant documents, and facilitate the signing • Recordkeeping, file management, and general office duties.		

Residents of Lewis County Elect Precinct Committee Officer 2014-present

- Connect with voters in my precinct and keep them informed of political issues
- Attend monthly meetings with fellow Precinct Committee Officers
- Attend optional conventions

United States Postal Service Postal Support Employee 2013-2015

- Assist customers in selecting appropriate mailing method
- Sell products and postage to consumers
- Retrieve parcels, letters, and flats off trucks and scan parcels in as 'arrived'
- Use electronic scanner to receive and distribute mail
- Secure mail and distribute to appropriate drivers or PO boxes

Homemaker Seeking Work 2012-2013

- Began seeking employment following a trip to Europe

Home Educator/Student at University of Washington 1994-2012

- Attended the University of Washington from 2010-2012 (deans list 3.76 GPA)
- Educator from 1994-2010
 - Performed learning style assessment for students
 - Designed and recorded curriculum for students
 - Supervised and tutored students
 - Attended student functions
 - Secured annual testing for students
 - Worked with local consultant to set and accomplish goals for students
- Homemaker from 1991 to present
 - Budget, general household upkeep, meals etc.

Lewis County Superior Court Drug Court Internship 2011-2012

- Job Shadowed the Drug Court Manager
- Provided general office support to the Drug Court Manager
- Scheduled, hosted, and advertised Community Givebacks
- Co-created a survey and administered it to the local Drug Court participants
- Compiled a report of recidivism rates of local Drug Court participants using Defendant Criminal History Reports
- Created a comprehensive report, by analyzing survey data and incorporating recidivism rates, which revealed the success rates of participants in the local Drug Court program
- Data entry into electronic Drug Court Case Management System

Lewis County Juvenile Court Guardian Ad Litem (GAL) 2006 -2007

- After accepting an appointment to represent a specific child or siblings, interview all person's involved in the child(s) life
- Write a report as to the facts surrounding the child(s) circumstances and submit it to the Court
- Attend all Court hearings and meetings at Social and Health Services relevant to this specific child(s) case
- Sign Court orders and follow-up to see if orders are being followed

Centralia School District *Women's Varsity Swim Coach (four schools)* 2002

- Coached Co-op for four schools
- Ensure credentials are up-to date
- Write and direct work-outs
- Attend and direct swim competition
- Order materials and supplies
- Create and present athlete awards

Chehalis Middle School *Library Aide Volunteer* 2001

- Repaired books
- Helped children find books
- Entered identifying data into library computer

Fullers Market Basket *Administrative Assistant* 1987-1999

- Direct Store Delivery Program Coordinator
- Data entry into Point of Sale, web-based information system
- Maintenance of pricing for five stores
- Bookkeeping; Accounts payable/receivable; collections on Non-Sufficient Funds
- General secretarial duties
- Checker
- Buyer/manager for non-food categories

Hobbies and Interests

- Shooting firearms
- Traveling
- Genealogy
- Spending time with my family

Affiliations

- Calvary Chapel Church in Centralia
- Centralia Rifle Club
- National Notary Association