
Melissa Williams

400 Via Lugano Circle #202
Boynton Beach, FL 33436
(561) 891-9657
Melissawilli2018@fau.edu

EDUCATION

Florida Atlantic University, Boca Raton, FL - *Masters of Social Work*

May 2020 - Present

- Degree: In progress

Florida Atlantic University, Boca Raton, FL - *Bachelors of Social Work*

May 2018 - December 2019

- Overall GPA: 3.8
- Graduated Magna Cum Laude

Palm Beach State College, Lake Worth, FL - *Associate of Arts*

August 2016 - May 2018

- Overall GPA: 3.5
- Graduated Magna Cum Laude

University of Tennessee Chattanooga, Chattanooga, TN

January 2016 - May 2016

- Overall GPA: 3.2

CERTIFICATIONS:

- CITI Certification: Human Research: Social & Behavioral Research Investigators - Basic Course
 - Issued: 2/14/2019
- Criminal Justice Information System Security and Awareness Training: Level 2 Security Training
 - Issued: 3/8/2019
- Child Welfare Certification:
 - Issued: 12/13/2019

Training

- Introduction to Human Trafficking - 10/2019

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- Advocacy For Child-Welfare Involved LGBTQ Youth - 10/2019
 - Psychotropic Medications eLearning - 10/2019
 - The Medically Complex Child and Investigation Allegations of Medical Neglect - 10/2019
 - Attachment and Implications for Foster Care in Early Childhood - 10/2019
 - Understanding Autism: Acquiring Information to Create a Safe and Supporting Home - 10/2019
 - Early Childhood Court: Infant Mental Health - 10-2019
 - Understanding the Challenges of Parents with Substance Use Disorders in the Child Welfare System - 10/2019
 - Working with Fathers Who Use Violence in Relationships - 11/2019
 - Civil Rights - 11/2019
 - Impact of Pre and Postnatal Substance Exposure on Development and Behavior in 0-3 Year Olds - 11/2019
 - Values Driven Partnerships with Males - 11/2019
 - Case Planning with Teens at the Table - 11/2019
 - Civil Citations - Keeping Kids out of the Juvenile Justice System - 11/2019
 - Florida's Opioid Response Training: Core Opioid Review - 11/2019
 - Abusive Head Trauma - 11/2019
 - Adverse Childhood Events: The ACE Study and Its Implications for All That We Do - 11/2019
 - Munchausen by Proxy - 11/2019
 - Breaking Down Barriers to School Attendance - 11/2019
 - Wraparound and Gang Intervention - 11/2019
 - Basics of Substance Use Disorders, Drugs of Abuse and Child Welfare - 11/2019
 - Storms of Motherhood: Introduction to the Symptoms of Common Perinatal Mood Disorders
 - Helping Children with Trauma Histories - 11/2019
 - How Gender and Orientation Impacts all Youth - 11/2019
 - Chapter 39 Injunctions - 11/2019
 - Suspensions, Expulsions, Arrests, and Baker Act, Oh No! - 11/2019
 - Hidden Scars, Similar Pains Mental Injury - 11/2019
 - Sexual Abuse and Assault: Exam Techniques and Evidence Collection - 11/2019
 - A Gang Trafficking Case Study - 11/2019
 - Building Relationships: Overcoming Challenges with Exploited Youth - 11/2019
 - Human Trafficking Screening Tool - 11/2019
 - Basics of Child Interviewing - 11/2019
 - Putting the Pieces Together to Properly Assess Families - 11/2019

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- Child and Adult Psychiatry: An Overview - 11/2019
 - Mental Health, Parents, Kids, and Family Dynamics - 11/2019
 - Interacting with Challenging Personalities - 11/2019

EXPERIENCE

Broward County Sheriff's Office, Ft. Lauderdale, FL - CPIS Intern

August 2019 - December 2019 (400 hours)

- Observed multidisciplinary staffings that reviewed a variety CPIS cases such as human trafficking, child fatalities, ungovernable youths and substance exposed children.
- Observed a dependency drug court hearings and got an overview of the program
- Attended a protective factors training where we discussed how to effectively communicate with parents, positively support families and racial disparities within the child welfare system.
- Gained knowledge and experience during ride-alongs with veteran CPS investigators
- Co-facilitated interviews with children and parents involved in the investigations
- Assisted in a research study by surveying parents over the phone that had previously been investigated by BSO CPIS, in order to assess their investigator's ability to effectively and empathetically communicate and support families.

Palm Beach County Sheriff's Office, Lake Worth, FL - Cadet

May 2017 - Present

- Process daily reports and other paperwork.
- Visit departments within the agency to learn about various job opportunities.
- Attend scheduled law enforcement and civilian training and participate in volunteer opportunities.
- Gain knowledge and experience during ride-alongs with veteran deputies
- Assist agency personnel with daily tasks and activities.
- Perform customer service functions which include providing assistance and information; responding to routine questions, complaints or requests for service; and initiate problem resolution as needed.
- Receive and review completed forms, reports, traffic citations/warnings, correspondence, and other related materials and forward to appropriate departments.
- Perform general clerical duties; receive, open and distribute incoming mail; prepare outgoing mail and citizen surveys; copy and distributes forms, reports, correspondence, and other documents.
- Operate computer to enter, retrieve, review or modify data; verify accuracy of entered data and make corrections as appropriate; utilize word processing, database, and other software programs.
- Monitor inventory levels of equipment and supplies; initiate requests for new or replacement materials; pick up and re-stock supply items.
- Conduct various errands as assigned.

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- Communicate with supervisor, employees, volunteers, other departments, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, and/or resolve problems.
 - Assists Community Policing team with community outreach functions such as supervising children on field trips, going to local schools to give children Christmas gifts, participating in fundraising opportunities for underserved youth, preparing and participating in Christmas gift giveaway for local students, and assisting with community summer camps.

Broward County Sheriff's Office, Ft. Lauderdale, FL – CPIS Intern

March 2019 (27 hours)

- Observed multidisciplinary staffings that reviewed a variety CPIS cases such as child on child sexual abuse, human trafficking, child fatalities, ungovernable youths and substance exposed children.
- Learned how cases were received and assigned to investigators and how to complete paperwork for the previously mentioned case types.

MEMBERSHIPS:

- The National Association for the Advancement of Colored People (NAACP): 2018 - Present
- Florida Atlantic University National Organization for Women (NOW): 2019 - 2020
- The National Society of Leadership and Success: 2019- Present

AWARDS & ACHIEVEMENTS:

- President's Honors List - Palm Beach State College (Spring 2018)
- President's Honors List - Florida Atlantic University (Spring 2019)