

Deborah D. Williams, MPA

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Education

University of Alabama in Huntsville M.A. Public Affairs	Huntsville, AL December 2017
University of Alabama in Huntsville B.A. Foreign Language – Spanish	Huntsville, AL December 2015

Awards

2018 Honors Day – UAH Political Science Department’s Outstanding Graduate Student of the Year
2015 Inducted member of The National Society of Leadership and Success (NSLS)
2014 Harold J. Wilson Memorial Scholarship Recipient

Professional Experience

August 2021 – PRESENT

Part-Time Lecturer/The University of Alabama in Huntsville
Huntsville, Alabama

- PSC 102: Introduction to Comparative Politics – analyzing the progress of industrialization, democratization, and modern political dynamics in a wide variety of countries and regions of the world.

SEPTEMBER 2018 – PRESENT

Government Employee/U.S. Department of Defense
Huntsville, Alabama

JUNE 2017 – SEPTEMBER 2018

Student Trainee—Contract Specialist/U.S. Army Corps of Engineers (USACE)
Huntsville, Alabama

- Served as a pre-award and post-award Contract Specialist-Trainee within the USACE product delivery team specializing in the accurate and timely execution of the Corps contract closeout

process, the execution of contract option years, and the allocation and documentation of funds for various types of delivery orders and task orders.

- Prepared Request for Proposal (RFP) documents which incorporated required Federal Acquisition Regulations.

FEBRUARY 2017 – MAY 2017

Grant Writer/ The National Children's Advocacy Center
Huntsville, Alabama

- Developed all facets of a grant funding proposal and supporting documentation from infancy to submission for a nationally recognized, non-profit organization. The submitted proposal requested over \$100,000.00 for a three-year period.
- Utilized project management tools: GanttProject, Wrike, Trello, Asana, DropBox, Google Drive, Google Smartsheet, Microsoft SharePoint.

SEPTEMBER 2016 – MAY 2017

Customer Service Representative/Regions Bank
Huntsville, Alabama

- Demonstrated Customer Relationship Management (CRM) skills assuring customer satisfaction and banking policy compliance with peers and clients.
- Utilized working knowledge of Spanish language to assist and educate Spanish-speaking customers on individual banking services and opportunities for growth.

MAY 2015 – AUGUST 2015

Spanish/English Instructor/San Nicholas del Flue Center of Excellence
Heredia, Costa Rica

- Utilized advanced Spanish language skills in efforts to enhance cross-cultural communication and public speaking skills to 70 students between the ages of 12 and 19.
- Served as foreign team lead of a group of English as a Second Language (ESL) teachers in our efforts to plan and execute an English language spelling bee competition for more than 100 students.

Professional Certifications

Security Fundamentals Professional Certification (SFPC)
Industrial Security Oversight Certification (ISOC)