

**E. Gail Williams**  
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**Greensboro, NC 27407**  
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**(336)580-1064**

**EXPERIENCE:**

BLANDWOOD MANSION. Greensboro, NC. June 2019-Present

**Part-time Docent**

- Give guided tours of house museum, manage tour log

GUILFORD COUNTY SCHOOLS. Greensboro, NC. 1995-July 2019

PASQUOTANK COUNTY SCHOOLS. Elizabeth City, NC. 1992-1995

**Teacher**

- Teach English, Journalism, Speech & Debate and Drama
- Conduct after-school tutorial program
- Design and implement staff development

SHERATON GREENSBORO HOTEL. Greensboro, NC 1990-1991

**Personnel Assistant** (worked full-time while in school)

- Handle payroll for 200+ employees
- Conduct new-hire orientation, maintain employee files
- Screen applicants and check references

Jefferson Sheraton Hotel. Richmond, VA. 1988-1989

**Convention Services Manager**

- Liaison between all departments and clients with regards to every aspect of group business
- Supervise staff of 20 for room set-up and maintenance

**Assistant Personnel Director** 1985-1988

- Facilitate workshops and seminars; publish employee newsletter
- Administer all employee insurance claims
- Prepare Affirmative Action Plan, OSHA and Workers' Comp reports
- (Same duties as Personnel Assistant above)

OXFORD PUBLIC LEDGER. Oxford, NC 1983-1984

**Reporter/Photographer**

- Editor of society column, assist with paper layout
- Cover school board, city council and community college board

**EDUCATION:**

M.S. Education	Walden University, 2007
B.A. English (Secondary certification)	Greensboro College, 1991
B.A. Drama & Speech	East Carolina University, 1983

**REFERENCES:**

Dr. Mark Seagraves, Principal Southeast High School (336)674-4300  
Mrs. Leslie Kile, Teacher Southeast High School (336)674-4300  
Ms. Kathryn McDowell, Blandwood Mansion (336)272-5003