
IYANIA WILLIAMS

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FEMA-24-CYP-768503-LH

I'm confident that I am the employee you are seeking because I have all of the qualifications outlined in your job posting.

I would like to express my interest in the opportunity located in the Duty Station: Hyattsville Local Hire Human Services Specialist Announcement FEMA, inability to collaborate well with others in a remote environment/Telework and I believe my great communication skills and my 2 years of strong analytical, Team leadership skills and customer service experience make me the ideal candidate. I can write clear, concise briefs for peers and Senior Leadership, strong oral communication, strong qualitative and/or quantitative analysis skills, critical thinking skills, and the ability to produce quality leadership skill under tight deadlines. I'm a successful candidate will be inquisitive, innovative, have a positive attitude under pressure and work well independently, as well as on teams. I have experience in planning/strategic planning, teambuilding, facilitating culture change, developing procedures, and reviewing track progress and program implementation, developing material, and presenting findings of program evaluation, decision analysis, or other analysis to decision makers, Reviewing disaster program policies, requirements. And systems thinking. Intermediate or expert level SharePoint skills a plus. Additional requirements include knowledge/proficiency in Microsoft Word, Excel, PowerPoint, Lync, Microsoft Teams, Skype, Adobe and DMART'S, supporting the ORR, Recovery Directorate, Individual and Households Branch. This position as an Emergency Management Specialist is an opportunity to develop awareness/understanding of the Division and its initiatives, and to develop or hone existing customer service skills. Ability to multi-task in a fast-paced office with changing timelines; possess patience and high-level customer service orientation; and be comfortable interacting with peers and senior leadership. I believe in excellence and have always dedicated myself, my talents, and my creative abilities to assure the successful accomplishment of this Agency's goals/mission. I am confident that my skills will be an asset and have a favorable impact with the ORR, Recovery Directorate, Individual and Households Branch Assistance Division, it is my goal to be enthusiastic and continue to make a positive contribution to the Department to continued success and growth. I am ready to take this challenge and will apply my strong leadership skills, persistence and resourcefulness on procedures, policies, and directives to achieve positive results.

I look forward to hearing from you to discuss the needs and how I can help to successfully carry out its mission, goals, and objectives as well as enhancing my skills and furthering my career.

Please, feel free to contact me at your earliest convenience; I can be reached. I bring a comprehensive set of skills that I believe will be valuable to FEMA. In my Human service specialist role, I honed my abilities in communication and interpersonal skills, providing a firm foundation for the FEMA-Telework position. My communication, people-centric nature, and compassion have afforded me excellent customer service skills.

I am excited to contribute my talents and proficiency in problem-solving toward your team efforts. As an engaging communicator with a proven track record in leadership skills, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the FEMA-24-CYP-768503-LHrole.

Thank you for your time and consideration of my candidacy.

Sincerely,

Iyania Williams