

Yolanda D Williams

Email: yolanda@thedqc.org

PROFESSIONAL EXPERIENCE:

Substitute Teacher

05/18 – Present

Richland County School District 2

- Screened and selected to be a substitute teacher within the local district

Insurance Producer/Broker

04/18 – Present

Yolanda Williams, LLC

- Licensed and appointed as a Health and Life insurance producer in GA, NC, and SC
- Contracted with numerous Providers to assist our clients with their major medical, life insurance, and wealth management/financial needs

Project Management Consultant

05/00 – Present

Creative Scribes, LLC and The DQC

- SAG – Eligible Talent
- Create, write, and edit compilations, articles, narratives, sermons, and television/film scripts
- Generate, develop, and maintain working relationships with various contractors and vendors
- Facilitate the production of various slated television and film projects
- Manage a staff of 20

Business Consultant

05/00 – 03/2018

KEJAH, LLC/New Way Properties/Southeastern

Contracting/Low Country's Best Heating & Cooling

- Was licensed in SC (from 2005 – 2007) as a real estate agent
- Managed the repairs of various heating, cooling, and plumbing work through various vendors
- Facilitated the construction of various slated projects
- Generated, developed, and maintained working relationships with various contractors

Civil Litigation Case Coordinator Paralegal

05/99 – 02/2000

Womble Carlyle Sandridge & Rice, PLLC

- Supervised a staff of 15
- Managed cases for Puerto Rico, Canada, and 13 jurisdictions within the United States

Executive Legal Assistant

05/94 – 04/1999

James A. Cheek, Esquire

- Managed criminal and civil litigation cases; supervised a staff of 1

EDUCATION:

Southern New Hampshire University, Expected in the Summer of 2022

MA in English/Creative Writing with an emphasis in Screenwriting

Wofford College, 1994

BA in Sociology

CERTIFICATIONS:

Notary, State of South Carolina	04/19 – Present
Health and Life Insurance Licensure	04/18 – Present
AHIP & AML Licensure	04/18 – Present
National Center for Paralegal Training – Paralegal Certification	02/94 – Present

AWARDS and HONORS:

- 2021:** Became a member of Sigma Tau Delta: An International English Honor Society
- 2021:** Became a board member of the Bear Fruit Conservatory (BFC)
- 2016:** Became an Internationally Published Co-Author, The Pain to Passion Anthology
- 2014:** Became a regional board member of JD RF for 2 years
- 2006:** Became a recognized SAG – Eligible Talent
- 1994:** Became a volunteer, Safe Homes/Rape Crisis and the Battered Women's Shelter

ENTERTAINMENT INDUSTRY CREDITS and MORE:

Talent Resume: <https://resumes.actorsaccess.com/yolandawilliams>

Professional Social Media Page: www.linkedin.com/in/yolandadanitawilliams

REFERENCES:

Tyler Perry Studios - The Oval, a BET Television Series

Mr. Javon Johnson

Actor/Screenwriter/Director/Founder of Bear Fruit Conservatory (BFC)

773.398.5940

Wofford College

Dr. Mark Ferguson

Wofford College Graduate, Class of 1994/Assistant Professor of Theatre/Director of the Wofford College Theatre/Coordinator of the Wofford College Theatre Program

864.597.4081

Clemson University

Dr. Brian Chad Starks

Wofford College Graduate, Class of 1994/Research Assistant Professor/Department of Sociology, Anthropology, and Criminal Justice

864.656.8638

James A. Cheek, Esquire

Mr. James A. Cheek

Wofford College Graduate, Class of 1972/Attorney, Sole Practitioner

864.576.1123