

## TINA G. WILLIAMS

Charlotte Metro Area, NC

980/221-5512 | [ingawill6812@gmail.com](mailto:ingawill6812@gmail.com) | <https://www.linkedin.com/in/tg-williams-ba-psy-fps-97764a68>

### **PROFESSIONAL SUMMARY**

Forensic psychology professional with multidisciplinary experience across government human services, regulated compliance-driven environments, and healthcare systems serving vulnerable populations. Demonstrated strengths in client interviewing, eligibility determination, documentation accuracy, confidentiality, and adherence to policy and procedural standards. Brings a trauma-informed, ethically grounded approach well suited for judicial, court-adjacent, forensic support, and victim advocacy roles.

### **CORE COMPETENCIES**

- Judicial & Administrative Documentation
- Client Interviewing & Eligibility Assessment
- Confidential Records Management
- Court-Adjacent Case Support
- Trauma-Informed Practice
- Policy & Procedural Compliance
- Risk Awareness & Ethical Decision-Making
- Interdisciplinary Collaboration
- Case File Maintenance & Data Accuracy
- Professional Communication with Vulnerable Populations

### **GOVERNMENT & JUDICIALLY RELEVANT EXPERIENCE**

**Department of Social Services – Eligibility & Public Assistance Programs**  
**Eligibility Caseworker / Income Maintenance Role**

Mecklenburg County DSS (Charlotte, NC) & Cabarrus County DSS (Kannapolis, NC)  
1992–1998 | 2021

- Conducted eligibility determinations for public assistance programs including TANF, Food and Nutrition Services, and Medicaid in accordance with state and federal policy.
- Performed structured client interviews involving economically vulnerable individuals and families, requiring impartial fact-finding and professional discretion.
- Reviewed and verified income, residency, employment, and household composition through documentation review and collateral contacts.
- Maintained confidential, audit-ready electronic case records in compliance with regulatory standards and timelines.
- Communicated benefit determinations, client rights, program requirements, and appeal processes clearly and professionally.
- Collaborated with social workers, supervisors, and interagency partners to support case decisions and service coordination.

## **REGULATED & COMPLIANCE-DRIVEN OPERATIONS**

### **Operations Associate – Regulated Manufacturing Environment**

Corning Incorporated – Midland, NC  
2021–2026

- Operated within a highly regulated environment requiring strict adherence to standard operating procedures, safety protocols, and quality standards.
- Maintained accurate inspection and production records to meet internal audit and compliance requirements.
- Conducted quality assessments and applied established criteria to make pass/fail determinations.
- Participated in safety audits, job safety analyses, and corrective action initiatives.
- Demonstrated accountability, reliability, and procedural discipline in a performance-driven setting.

## **HEALTHCARE & VULNERABLE POPULATION EXPERIENCE**

### **Healthcare Support Roles – Hospital, Dialysis, and Clinical Settings**

- Provided direct support to individuals experiencing medical, psychological, and situational vulnerability in high-stress environments.
- Maintained accurate, confidential documentation in electronic record systems in compliance with privacy regulations.
- Communicated observations and concerns through appropriate supervisory and interdisciplinary channels.
- Demonstrated professional boundaries, ethical conduct, and emotional regulation when working with vulnerable populations.

## **EDUCATION**

### **Master of Science (M.S.), Forensic Psychology**

Southern New Hampshire University — *Anticipated May 2026*

### **Bachelor of Science (B.S.), Forensic Psychology**

Southern New Hampshire University — 2023

### **Additional Education**

- Nursing (ADN coursework completed; program paused)
- Medical Assisting Program (completed)

## **CERTIFICATIONS & TRAINING**

- Certified Nursing Assistant (CNA I)
- HIPAA & Confidentiality Compliance
- Mandated Reporting Exposure
- Electronic Records & Case Management Systems

## **COMMUNITY & VOLUNTEER EXPERIENCE**

- Operation Christmas Child — Community Volunteer
- Second Harvest Food Bank — Community Volunteer