



# KATIE WILLIAMS

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WWW.CHECKEDBYKATIE.COM

## SKILLS

- Travel planning
- Event planning
- Schedule appointments
- Data Entry
- Calendar organization & integration
- Invoicing
- Research
- Email management
- Social media management
- Create agendas
- Website design
- Layout design
- Proofread & edit documents
- Microsoft Word, PowerPoint, Excel
- Google Suite
- Adobe Photoshop, InDesign, & Illustrator
- Canva
- Calendly
- Last Pass
- Infinity

## DEGREES/ CERTIFICATES

B.S. Communications  
Media, 3.7 GPA  
**Indiana University  
of Pennsylvania**

Certificate of  
General Proofreading  
Theory & Practice  
**Proofread Anywhere**

## SUMMARY

Through owning my own small business and helping others to start theirs, I have learned how valuable it is to have someone in the background who you can count on. I thrive in positions where I can advocate for my clients and help them to succeed.

## EXPERIENCE

### **The Kentlee Coffee Cafe | Manager**

Hybrid | Greensburg, PA | Nov 2021-Present

Working with the owner from her first month opening, I handle all administrative duties and manage the storefront.

### **Debbie Klein | Invoicing**

Hybrid | Pittsburgh, PA | Oct 2021 - Present

Standardize, create, and send client's monthly invoices. Perform automation journey clean-up and edit training courses.

### **Lane Change Media | Operations Manager**

Remote | Los Angeles, CA | Oct 2021-Oct 2022

Created workflows to simplify client correspondence and standardized training procedures to streamline onboarding.

### **Greenhouse Winery | Special Events Manager**

Hybrid | Irwin, PA | Oct 2020 - Sept 2021

Worked with caterers, vendors, and onsite rentals to coordinate and plan bridal/baby showers, birthday parties, bachelorette parties, and rehearsal dinners.

### **United Way | Fundraiser and Events Intern**

Onsite | Indiana, PA | May 2018 - August 2018

Kept record of fundraising amounts and updated their financial tracking system. Planned and ran the yearly fundraiser.

### **WIUP FM | Station Manager & Event Coordinator**

Hybrid | Indiana, PA | Dec 2015 - April 2018

Organized events and directed promotions team, DJs, and event staff to host on and off campus events with live music.