

# Kimberly Williams

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## Summary

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Entrepreneurial leader with an ability to work independently or as a team member, skilled in creating presentations, organization, developing opportunities, and demonstrating good communication skills.

## Experience

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### **Freelance Business Assistant, Independent Contractor** 2019 - present

- Freelance Writing & Special Projects
- Content Creation & Social Media Management
- Business Management & Support
- Event Management & Planning
- General Admin & Project Management

### **Regional Therapy Services, Inc., Clinical Director/Special Projects** 2018 - April 2019

- Managed 20 pediatric therapists across 2 counties
- Implemented Office 365 with 6 SharePoint sites utilizing Word and Excel
- Wrote Standard Operating Procedures and produced training videos
- Training and support for therapists, office staff
- Special Projects utilizing Publisher and PowerPoint

### **D&K Publishing Group, Owner, Freelance writer/Author** 2009 - present

- Published dozens of articles online and in print as a freelance writer
- Wrote, edited, and published 7 books through D&K Publishing Group
- Performs social media advertising and promotion
- Launch teams and email campaigns
- Public speaking
- Efficient in Word, PowerPoint, Publisher, One Note

### **Educator/teacher** 2000 - 2018

- Home educator (pre-k - 12<sup>th</sup> grade) in all core subjects and extra curricular subjects
- Eclectic Teaching Consortium Jr and High school teacher. Classes include political science, finance, entrepreneurship, blogging, and sign language

### **Night Owl Custom Vinyl, Start-up** 2015 - 2017

- Helped begin a start-up company in Northwest Arkansas to promote educational entrepreneurship

**Pro-Mow of NWA, Office Manager**  
**2014 - 2016**

- Office duties included Payroll, QuickBooks, invoicing, quotes, scheduling, newsletters

**A+ Imaging, Owner**  
**1997 - 2005**

- Started and operated a successful embroidery digitizing business specializing in computer design, customer acquisition, and marketing