

Kimberly Williams

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Summary

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

Simple Cleaning Solutions, Owner **April 2019 – present**

- All natural, non-toxic start-up company in NWA
- Content Creation & Social Media Management
- Business Management
- General Admin such as payroll, scheduling, customer support

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 - 2020**

- Home educator (pre-k – 12th 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