

# KATIE WILLIAMSON

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## PROFILE

Detail-oriented team player with strong leadership and organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

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## EMPLOYMENT HISTORY

Jan 2023 — Present

### Author, Children's Book, Self-Employed Writer

Marlton, NJ

- Self-published first children's book, "*Today is the Day! Otis Goes to the Beach*"
- Available on popular websites beginning in 2024 on Amazon, Barnes & Noble, BookBaby, and local bookstores
- ISBN (hardcover) 979-8-35093-237-9; paperback (979-8-35093-282-9)
- Collaborated extensively with the illustrator through Reedsy, a comprehensive marketplace for creative file exchange
- Creating a website and social media accounts for marketing purposes

Jan 2005 — Present

### Stay at Home Mom, Self-employed

Marlton, NJ

- Self-motivated, with a strong sense of personal responsibility in raising our two beautiful daughters
- Proven ability to learn quickly and adapt to new situations
- Demonstrated respect, friendliness, and willingness to help wherever needed
- Worked well in a team setting, providing support and guidance
- Organized and detail-oriented with a strong work ethic

Feb 2016 — Present

### Volunteer, Pack for a Purpose

- Traveled to countries that have an area in need of basic living supplies
- Delivered school supplies to an orphanage, Casa Cuna, in Aruba (2023), Sir John A Cumber Primary School in Grand Cayman (2019, 2017), children's clothes and toys to Hogarcito, La Fortuna Orphanage in Costa Rica (2016)
- Published an article on our family's experiences to the organization's website in April 2023
- Worked with the founder of Pack for a Purpose to submit blog posts and photos for each trip

Apr 2021 — Present

### Volunteer, Adopt-A-Beach

Ocean City, NJ

- Adopted 2nd Street Beach in Ocean City, NJ
- Responsible for participating in two Beach Sweeps per year, reporting any dangerous or suspicious debris on the beach and pledging to keep the beach clean, beautiful, and well preserved

Jan 2016 — Present

### Volunteer, Cradles to Crayons, Family Leadership Circle

Philadelphia, PA

- Donate monthly funds to poverty-stricken families throughout Philadelphia
- Volunteer at the Giving Factory throughout the year by packaging supplies, books, and shoes
- Organized a successful South Jersey collection event in 2017

Sep 2015 — Jun 2018

### PTA President, St. Joan of Arc Catholic Parish

Marlton, NJ

- Cultivated strong relationships with external sponsors to foster collaboration and maximize funds for the school
- Monitored financial performance and implemented measures to enforce compliance with budgetary standards
- Worked with the Parish team to ensure successful goals were equally defined and achieved
- Successfully executed multiple fundraising events throughout the year

- Implemented and scheduled over 50 presenters for a highly successful Career Week involving over 400 students

Sep 2013 — Jun 2018

**Substitute Teacher K-8th grades, St. Joan of Arc Catholic School**

Marlton, NJ

- Upheld classroom routines to support student environments and maintain consistent schedules
- Kept students on-task with proactive behavior modification and positive reinforcement strategies
- Repeatedly requested as a substitute teacher by teachers based on excellent past referrals and trusted performance
- Developed and implemented engaging lesson plans to accommodate varied student learning styles
- Incorporated technology, such as a smart board, into learning to enhance student engagement and learning

Sep 1998 — Jan 2005

**Sales Implementation Manager, Cardinal Health**

IL & PA

- Researched and resolved barriers to successful system functionality, improving support and issue resolution for the Northeastern territory
- Developed project plans identifying key issues, approaches, and performance metrics when implementing new customers for Medical/Surgical supplies for hospitals
- Oversaw a large portfolio of projects to support teams, report progress, and influence positive outcomes for key customers
- Created implementation methodologies to control project costs and meet deadlines

**EDUCATION**

Sep 1994 — Jun 1998

**Bachelor of Science, Marketing, University of Delaware**

Newark, DE

**SKILLS**

Team Player

Ability to Multitask

Excellent Communication Skills

Attention to Detail

Effective Time Management