

Administrator  
kristy.williams@soteriacompany.com

## FIRM

Soteria Company, LLC  
2021 - Present

## AREAS OF EXPERTISE

- Microsoft Office Suite
- Google Drive Suite
- ClickTime Payroll Management
- Gusto Payroll Platform
- Project Insurance
- DBE/SBE Administration

## YEARS OF EXPERIENCE

25 years

## EMPLOYMENT

- TrustFirst Financial  
2014-2021
- LeShea Boutique  
2008-2013
- Peebles  
2001-2008

## TECHNICAL EXPERIENCE

Ms. Williams has over 20 years of professional experience as a manager and office administrator. She is skilled in the document and payroll software and platforms that support Soteria functions. Kristy has a strong background in financial planning and allocation, and excels in customer service, communication, organization, and multi-tasking.

## RELEVANT AND RELATED ADMINISTRATIVE EXPERIENCE

- Prioritizes and completes assigned projects by required deadlines.
- Data organization and upkeep.
- Performs general office and bookkeeping duties and miscellaneous tasks as required.
- Develops and streamlines all office procedures.
- Coordinate office communications to maintain efficiency.
- Manage and maintain all current and past client documentation.

## ADDITIONAL RELEVANT AND RELATED EXPERIENCE

### TrustFirst Financial

January 2014 – June 2021

- Developed and streamlined all office procedure and filing systems.
- Coordinated office communications to maintain efficiency.
- Managed and oversaw all day-to-day office operations.
- Responsible for scheduling appointments for all healthcare, investments, and tax clients.
- Prepared all documentation for new & existing clients and added them to the CRM database.
- Managed and maintained all current client documentation.
- Communicated directly with investment companies to ensure document delivery.

## CURRENTLY PROVIDING ADMINISTRATIVE SUPPORT ON THE FOLLOWING SOTERIA PROJECTS

- Redlands Passenger Rail Project, San Bernardino and Redlands, CA
- Metro Crenshaw/LAX Transit Corridor Project, Los Angeles, CA
- Division 20 Portal Widening Turnback, Los Angeles, CA
- Airport Metro Connector 96<sup>th</sup> Street Station Project, Los Angeles, CA