



KRISTY WILLIAMS

Administrator and Document Control Specialist

25 Years of Experience

Summary of Abilities

Kristy has over 25 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.

Areas of Expertise

- Microsoft Office Suite
- Google Drive Suite
- ClickTime Payroll Management
- Gusto Payroll Platform

- Project Insurance
- DBE/SBE Administration

Selected Current & Recent Projects

Kristy is currently providing administrative support and document control on the following projects:

- LAX Automatic People Mover Project, Los Angeles, California
- Edmonton Valley Line LRT Project, Edmonton, Canada
- Metro Green Line Extension to Torrance (K Line), Torrance, California
- Sound Transit Safety and Security Certification Services, Seattle, Washington
- Metro Southeast Gateway Line, Los Angeles, California
- Sound Transit Federal Way Link Extension, Seattle, Washington
- Sound Transit Lynnwood Link Extension, Seattle, Washington
- Sound Transit Northgate & Eastlink Extension Project, Seattle, Washington
- Metro Crenshaw/LAX Transit Corridor Project, Los Angeles, California
- Metro Division 20 Portal

Widening Turnback, Los Angeles, California

- Airport Metro Connector 96th Street Station Project, Los Angeles, California

Employment

- TrustFirst Financial

