

# REAGAN WILLIAMS

*Detail-oriented Project and Operations Manager with experience leading administrative functions, coordinating logistics, and supporting high-impact programs. Proven ability to streamline processes and deliver results through effective stakeholder engagement. Known for bringing clarity to complex projects, enhancing efficiency, energizing teams and supporting executive-level decision-making.*

## PROFESSIONAL EXPERIENCE

### Tripping with Lisa, remote — *Client Experience, Travel Operations Manager*

AUGUST 2023 - PRESENT

- Coordinate travel logistics, including flights, accommodations, transportation, and activities, ensuring smooth operations for clients.
- Assist clients in maximizing travel experiences by identifying cost-saving opportunities, establishing payment plans, and tailoring restorative itineraries.
- Maintain clear communication with clients and third-party service providers, ensuring seamless coordination and prompt issue resolution.

### Keecha Harris & Associates, remote — *Project Associate II and Project Manager I*

AUGUST 2021 - NOVEMBER 2024

#### *Project Management*

- Managed expenses, meetings, and travel logistics for multi-million dollar projects including the Wells Fargo Open for Business National Cohort convening series.
- Provided dynamic support across project teams, including task management, work plan development, risk management, and client engagement.

#### *Programmatic Event Support*

- Collaborated with senior leaders to design inclusive engagement experiences aligned with client values.
- Coordinated corporate travel, logistical operations, reimbursements, vendor invoices, and payments, ensuring smooth execution and on-time delivery of services.
- Designed and refined presentations, run-of-show documents, and scripts for stakeholder engagements.
- Delivered technical support and facilitation for on-site and virtual engagements.

#### *Communications*

- Contributed to communications strategies, including social media content approvals and website redesign efforts.

#### *Facilitation*

- Designed and hosted stakeholder engagements for inclusive programming.
- Facilitated internal staff development sessions, including Intercultural Development Inventory (IDI) individual debriefs and group sessions, technical training sessions, solidarity circles, and Funder's Accountability Circles.

Charlotte, NC

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## SKILLS

Adaptability & Prioritization

Cultural Competency

Event Planning, Logistics & Coordination

Financial Management

Google Suites & Microsoft Office

Leadership, Collaboration & Communication

Meeting Planning

Project Management

Time & Task Management

## AWARDS RECEIVED

### Eugene C. Hunt: Rising Senior Award

from the College of Charleston

### WGS Community Engagement Award

from the Women's and Gender Studies Executive Committee

### National Social Action Award

from Sociologists for Women in Society

## **Mental Health in Melanin (MHIM), Charleston, SC — *Co-Founder & VP***

JANUARY 2019 - JULY 2022

- Co-founded and led MHIM, a collegiate organization addressing disparities in quality mental health care access beyond undergraduate enrollment.
- Secured funding, developed budgets, and oversaw financial management.
- Designed and coordinated large-scale community healing events, suicide prevention engagements, wellness check-ins, and managed coalition obligations.
- Authored the organization's charter, bylaws, and foundational documents, establishing a sustainable governance framework.
- Directed executive board operations by assigning roles and responsibilities.

## **Gender & Sexuality Equity Center, Charleston, SC — *Facilitator***

JUNE 2017 - AUGUST 2020

- Curated and hosted numerous annual events focused on intersectional healing and empowerment, driving engagement and promoting restorative practices.
- Conducted customized training sessions for faculty and staff to ensure institutional commitments, ensuring the integration of inclusive practices and Title IX compliance across campus initiatives.
- Facilitated teach-ins, restorative circles, and community collaborations at the behest of the president and provost's office at the College of Charleston.

## **Joseph P. Riley Center for Livable Communities, Charleston, SC — *Community Engagement Coordinator and Research Assistant***

JANUARY 2019 - MAY 2019

- Edited and designed final report materials and presentations to effectively communicate findings to potential funders and community leaders.
- Supported efforts to secure funding and build partnerships with stakeholders dedicated to addressing homelessness and food insecurity in SC.

## **EDUCATION**

### **College of Charleston, Charleston, SC — *Bachelors of Arts***

DECEMBER 2020

Majors: Psychology, Women's & Gender Studies    Minor: Political Science

## **CERTIFICATIONS & PROFESSIONAL DEVELOPMENT**

### **Project Management Certificate**

*Google Inc.*

### **Managing to Change The World / Managing Projects**

*The Management Center*

### **Leveraging Diversity and Inclusion for Organizational Excellence**

*Stanford University - School of Business*

## **REFERENCES**

### **Lisa Gaffney Williams**

Founder / Lead Travel Agent at  
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### **Dr. Kris De Welde, PhD**

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