

# Reagan Williams

Charlotte, NC | (864) 202-2745 | reaganwill510@gmail.com | [reaganwill510.com](http://reaganwill510.com) | [LinkedIn](#)

## SKILLS

**Practical Skills:** Project Management, Event Planning, Logistics & Travel Coordination, Stakeholder Engagement, Budget Tracking, Vendor Management, Software/Tech Proficiency, Calendar & Time Management

**Soft Skills:** Strategic Adaptability, Intuitive Prioritization, Cultural Competency, Discernment, Influential and Impactful Communication, Emotional Intelligence, Proactivity, Discretion, Collaborative, Problem Solving

## WORK EXPERIENCE

**Tripping with Lisa – Travel Agency** Remote

**Client Experience, Travel Operations Manager**

*August 2023 - Present*

- Coordinate travel logistics, including international and domestic 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 – Consulting Firm** Remote

**Project Associate II & Podcast Manager**

*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.
- Design and refine 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 The R.A.C.E Podcast management, 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.

**Mental Health in Melanin (MHIM) – Educational Services**

Charleston, SC

**Co-Founder & Vice President**

*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 – Non-Profit**

Charleston, SC

**Facilitator**

- 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 were fulfilled, 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 presented and provost's office at the College of Charleston.

**Joseph P. Riley Center for Livable Communities – Non-Profit**

Charleston, SC

**Community Engagement Coordinator & 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 South Carolina.

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**EDUCATION****College of Charleston**

Charleston, SC

*Bachelor of Arts in Psychology**Bachelor of Arts in Women's & Gender Studies*

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**CERTIFICATIONS & PROFESSIONAL DEVELOPMENT****Google Project Management Certificate**

2025

*Google Inc***Managing to Change The World / Managing Projects**

2024

*The Management Center***Leveraging Diversity and Inclusion for Organizational Excellence**

2023

*Stanford University - School of Business*

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**AWARDS****WGS Community Engagement Award**

2020

*From the Women's and Gender Studies Executive Committee***National Social Action Award**

2020

*From Sociologist for Women in Society*