

# Katrina D. Williams

Fort Worth, TX USA

(817) 863-1460

kdw1920@icloud.com

## Education

- Master of Education - Student Development & Leadership in Higher Education and Certified Academic Advisor, **Angelo State University (2016)**
- Bachelors of Science- University Studies (**Areas of concentration: Kinesiology, Sociology, and History**), **The University of Texas at Arlington (2012)**

## Certifications

- Google Digital Marketing & E-Commerce, **Coursera (Issued November 2024)**
- BLS CPR & AED, **American Heart Association (Issued March 2025)**

## Professional Experience

**Student Development Specialist IV | University of Texas at Arlington | Feb 2022 - Present**

- Serve on a six man coaching team for First Time in College students (FTIC), Mavs On Track (Academic Probation caseload of 790), Athletics, Mavs Rise cohort, the College of Engineering Conditional Admission Program (Caseload of 100), and General population.
- Mentor students to develop: Self-advocacy, goal setting, time management, and life skills.
- Lead marketing campaigns, coordinate developmental workshops, and facilitate events.
- Partner with the Behavioral Intervention Team (BIT), DSS Action Plan Committee, and Analytics team to create intervention plans for student retention.

**Student-Athlete Academic Coach | Texas Christian University | Sept 2017 - May 2021**

- Mentored NCAA Division I student-athletes, coordinating academic, and personal support.
- Developed training course and curriculum to onboard new academic coaches and tutors.
- Collaborated with the strategic learning team, advisors, athletic coaches, and campus partners to create personalized early intervention plans for student-athletes.
- Developed a weekly round table discussion to provide a safe space for student-athletes to share their thoughts and feelings on social justice current events.
- Developed promotional campaigns for academic events, designed layout for the bulletin board (student information center), and finals events themes & decor.
- Developed materials for Horned Frog Academy, subject based group review sessions, and workshops for finals preparation.
- Digitized the office archiving process and managed session tracking and data entry.

**Owner & Transition Life Coach | Level 27 Coaching & Advising | Jan 2017 - Present**

- Individual and group life coaching sessions for underrepresented students and athletes.
- Develop faith-based workshops, inspirational workbooks, and development programs.
- Develop holistic transition programs for college preparation and life skill development.
- Manage brand presence, including website, social media, blog posts, and podcast.

**Owner & Creative | 11th Hour Crafts and Flowers | Jan 2017 - Present**

- Designer and creator of custom gifts, arts & crafts, floral designs, and balloon decor.
- Coordinate events, weddings, parties, and photoshoots (Photographer).
- Creative Director responsible for logistics, operations, marketing, and managing inventory.
- Develop and facilitate creative art classes for the youth and young adults.

**Afterschool Site Supervisor | Fort Worth ISD | Aug 2015 - Jan 2017**

- Supervised and developed after school programming for K-5th grade students.
- Managed budget, payroll logistics, staff training, orientation, recruitment, and registration.
- Managed Community relationships, collaborated with community leaders, local business owners, and non-profit organizations.
- Negotiated agreements with approved vendors to develop program activities such as: Tutoring, fine arts, culinary, youth sports programs, life skills, and wellness services.
- Coordinated social events, initiated College Nights and Career Prep programs.

**Afterschool Specialist Tutor | Fort Worth ISD | Aug 2012 - Jan 2015**

- Developed after school programming activities for 9th-12th grade high school students.
- Established career and college readiness initiatives and assisted with sports programs.
- Served as a volunteer Spring league Basketball Coach for the Lady Scorpions.
- Volunteered with the Men's Scorpions Basketball team to assist with practice and drills.
- Facilitated informations, orientations, recruitment, and community outreach to increase family engagement and student participation.

## **Volunteer Experience**

**Volunteer Graduate Intern | Center for African American Studies, UTA | Jan 2015 - May 2015**

- Assisted with student recruitment for the *Emerging Scholars and Emerging Leaders Program*.
- Contributed to the marketing team by producing newsletters, emails, and promo items.
- Served on the planning committee for special events such as: *Power Hour Lectures*, *CAAS Honors*, *An Evening with Authors* and the *3rd Annual CAAS Conference: Keynote Speakers* Reverend Bernice A. King and David Banner.

**Volunteer Intern | Fraternity & Sorority Life, TCU | Nov 2010 - Dec 2012**

- Advised Greek students, facilitated community service events, and supported campus programming.
- Served on the committee to handle student organizations concerns, grievances, conflict resolution and management.
- Served on the planning committee for the annual *TCU Leadership Retreat* and the *TCU ODPHI Step Show*.

**Spring League Girls Basketball Coach | South Hills High School | Aug 2012- Jan 2015**

- Coached the spring league Lady Scorpions basketball team.
- Established the Lady Scorpions mentor support group program.
- Partnered with Girls Inc. to facilitate field trips for the Lady Scorpion mentorship group.

**Publications (Self-Published Author and Podcaster)**

- **The Cost of Doing Business** (2025) - Inspirational workbook takes student-athletes on a self-exploration journey to discover their true value and kingdom identity in JESUS CHRIST. This book helps them to lay a solid foundation and a legacy mindset for their journey.
- **I'm Gon' Need My Shirt Back** (2020) - Inspirational workbook that helps student-athletes transition well and teaches them how to take ownership of their experience.
- **The Support System: Parents' Guide to Preparing Their Future World Explorer** (2020) - Inspirational guide to help parents prepare themselves and their kids for the next level.
- **Memoirs of Virtue: The Evolution of a Scholar** (2014) - Inspirational student guide to transitioning from High School to college and life.
- **Level Up with Coach K Podcast** (2017 - Present) - Host & Producer, featuring diverse guests discussing spiritual growth, personal development, life skills, and career transitions.