

Kanisha Williams

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Profile	University of Chicago alumna with administrative experience in entertainment, research, and nonprofits. Passionate about translating the experiences of marginalized communities into data-informed insights and transformative media. To that end, interested in wide ranging and challenging entry-level positions geared toward growth in the entertainment industry.
Experience	<p>Business Development Coordinator, Genesys Works Chicago; Chicago, IL – 2020–Present Currently managing CRM data of corporate partners, facilitating meetings between the Executive Director and prospective clients, and generating reports for our funders and board members using Excel and PowerPoint, as well as additional administrative tasks.</p> <p>Academic Research Assistant, NORC; Chicago, IL – February–December 2020 (Temporary) Coded, cleaned, and synthesized qualitative data for further analysis on a high stakes research project focused on the immigration journeys of unaccompanied minors to the US.</p> <p>Student Digitization Assistant, University of Chicago; Chicago, IL – 2015–2018 Processed TIFF files for the creation of searchable PDFs in collaboration with the Google Books Project and personal archive requests at the Joe and Rika Mansueto Library.</p> <p>A/V Assistant, Oriental Institute; Chicago, IL – 2015–2017 Arranged, troubleshoot, and monitored audiovisual equipment for presentations, lectures, and special events taking place at the Oriental Institute for visiting students, community members, and faculty.</p> <p>Children’s Film Acquisitions Assistant, Facets Multimedia; Chicago, IL – June–August 2016 As an intern, oversaw all incoming acquisitions to Facets Kids, the organization’s new streaming service, while managing metadata used to update the website’s listings. Additionally, maintained contact with filmmakers, producers, and production companies with regards to the acquisition process, film views, profits, and billing.</p>
Education	University of Chicago; Chicago, IL – BA in Sociology, 2020
Skills	MacOS, Windows, InDesign, Photoshop, Audition, Salesforce, Airtable, Word, Excel, PowerPoint, Keynote, Slides, Docs, Sheets, Project Management, Copywriting, Data Analysis, HTML, WordPress, Asana, Vertical Lookups, Mail Merge, Twitter, Instagram, Spanish, French
Extracurriculars	Advanced Call Team Moderator, Bernie 2020; Electronic Format DJ, WHPK; Hospitality Chair, Major Activities Board; Member, Doc Films; Music Contributor, South Side Weekly; Member, Fire Escape Films