

Katherine Wilson

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EXECUTIVE SUMMARY

Pragmatic leader and strategist with more than 15 years of experience in strategic planning, program evaluation, regulatory compliance, data collection/analysis, research, scientific writing, logistics, mentoring and leadership, and customer service/support across diverse teams and industries. Proven ability to transform data into actionable recommendations that result in peak performance ranging from staff supervision to project management. I am a fast learner interested in learning new technology, such as artificial intelligence, and am currently studying for the PMP certification.

QUALIFICATIONS SUMMARY

- Instrumental in ensuring end-to-end project oversight across all phases for on-time completion.
- Strategic planner known for delivering effective solutions, streamlining operations/administrative activities, and achieving growth by designing complex implementation plans with long-term scalability.
- Adept at maintaining quality assurance and recordkeeping procedures and managing appropriate records in accordance with applicable regulations, policies, and standards.

CORE COMPETENCIES

MS Office Products

Data Analysis

Cross-functional Collaboration

Complex Problem-Solving

HIPAA Compliance

Process Improvement

Workflow Optimization

Python

SQL Database Management

PROFESSIONAL EXPERIENCE

Program Evaluator | A-G Associates | Remote | 2023 to Present

- Serve as primary advisor to clients on evaluation strategies for federally funded healthcare initiatives, ensuring successful implementation and measurable outcomes.
- Guide technology adoption and performance monitoring using data-driven storytelling to influence change and improve stakeholder satisfaction.
- Develop custom dashboards, reports, and presentations aligned with project milestones and KPIs.

Key Achievements:

- Led two comprehensive Community Health Needs Assessments in major metro regions.
- Delivered annual process improvement evaluations for SAMHSA, identifying opportunities for sustained clinical impact.

Program Manager | University of New Mexico Health Science Center | Albuquerque, NM | 2020 to 2023

- Managed program implementation and stakeholder coordination for statewide behavioral health initiatives.
- Supported continuous quality improvement and reporting to private and public sponsors, ensuring compliance and accountability.
- Liaised with clinicians and administrators to refine workflows and align reporting with care delivery goals.

Key Achievements:

- Redesigned reporting tools in collaboration with providers, improving usability and data completeness.
- Co-authored publications on youth behavioral health in top-tier medical journals.

Research Exercise Physiologist | Leidos, Inc | San Diego, CA | 2017 to 2020 & 2010 to 2013

- Designed and implemented data collection systems, user-friendly databases, and organizational tools to optimize workflow and ensure data integrity.
- Scheduled and coordinated studies around medical providers, research staff, and participant availability.
- Managed logistics and supply operations, including inventory, ordering, and sole-source documentation.
- Conducted statistical analysis using SPSS to support data-driven conclusions.
- Partnered with DoD leadership to secure project approvals and align timelines with operational demands.

Key Achievements:

- Served as Lead Research Assistant for two high-risk research studies, overseeing protocol development, team supervision, and final data reporting.
- Directed projects in extreme and logistically complex environments, including aboard a Navy aircraft carrier and at the Mountain Warfare Training Center.
- Maintained full oversight of IRB processes, ensuring compliance with all federal and institutional guidelines.
- Mentored interns and junior staff into project leadership roles and presented findings at national scientific conferences.

Project Manager | General Dynamics & Henry Jackson Foundation | Jacksonville, NC | 2016 to 2017

- Managed clinical documentation, including case report forms, medical records, regulatory forms, and survey data, to ensure consistent and high-quality reporting.
- Scheduled and facilitated all subject-related activities, including enrollment, treatment sessions, and ongoing data collection.
- Retrieved and analyzed supplemental health data from military medical record systems to support study objectives and performance monitoring.

Key Achievements:

- Solely managed three concurrent clinical investigations, overseeing all operational elements from initiation through completion.
- Served as a contributing member of the Scientific Review Committee, evaluating protocols and recommending improvements to streamline processes and ensure alignment with best practices.

Research Coordinator | SJS Clinical Research | Destin, FL | 2013 to 2014

- Supervised day-to-day clinical research operations to ensure adherence to study protocols, institutional policies, and regulatory standards.
- Communicated directly with potential study participants, responded to inquiries, and facilitated informed consent/assent processes, including for minors.
- Maintained accurate records of investigational supplies, including the receipt, distribution, and return of study drugs and medical devices.

Key Achievements:

- Coordinated workflow and scheduling across multiple clinic sites to meet enrollment goals and maintain timely data collection.
- Ensured all regulatory binders and documentation were up to date and compliant with federal and state regulations.

EDUCATION

Master of Arts in Kinesiology | San Jose State University | San Jose, CA

Bachelor of Science in Kinesiology | San Jose State University | San Jose, CA | Magna Cum Laude