

Tamara Williamson

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PERSONAL SUMMARY

5+ years of driving strategic initiatives and optimizing workflows. Skilled at managing the big picture while handling the details to keep projects on track. Known for solving problems, bridging gaps, and ensuring smooth execution to deliver results.

ACHIEVEMENTS

- Saved \$30K annually by consolidating software tools and improving collaboration.
- Improved cross-team alignment with a remote team by launching a bi-weekly “Get-on-the-same-page” meeting.
- Successfully planned and executed a 50-person company event in 3 days, managing all logistics remotely.

WORK HISTORY

Talisman

Feb. 2024 – Present

Fractional Chief of Staff

Remote

- Directed daily operations for a remote team across five time zones.
- Consolidated numerous tools, reducing software costs by 72% and saving \$30K annually by switching to Clickup.
- Reduced contractor reliance to extend the company’s 24-month burn rate runway.
- Led fundraising efforts, securing an oversubscribed pre-seed round of \$800K.
- Cut weekly departmental meetings by 50%, shifting to tiger teams to increase speed, focus and impact on projects.
- Managed company-wide communications via Slack and email, ensuring clear messaging to internal teams, clients, and investors.
- Led the transformation of company culture, defining and implementing a new vision for the organization’s future.

Time ETC

Feb. 2024 – Aug 2024

Executive Assistant (multiple businesses)

Remote

- Managed CEO’s calendar and email, prioritizing tasks to align with business goals.
- Led CEO’s communication strategy, drafting correspondences, updates and presentations.
- Coordinated CEO’s travel, optimizing schedules and reducing costs by 20% using AI and workflow automation.
- Owned various tasks, including research, cold email outreach, marketing, and data entry to support company initiatives.
- Organized and prepared materials for meetings, ensuring all presentations and reports were accurate and delivered ahead of deadlines.

The Aston at Town Center - Greystar

Dec. 2023 – Feb 2024

Assistant Community Manager

Jacksonville, FL

- Delivered actionable insights to upper management for quicker decision-making on rental rates and concessions.
- Oversaw the operational readiness of leasing office and amenities, enhancing prospect and tenant experience.

Sentosa Beachwalk - Rentyl Apartments

Nov. 2022 – Dec 2023

Assistant Community Manager

Jacksonville, FL

- Led rent collection, evictions, renewals, and financial operations, ensuring smooth cash flow management.
- Implemented a live goal tracking system to boost team morale and drive achievement of community targets.

Executive Property Management Solutions

Nov. 2021 – Apr 2022

Remote Property Manager

London, UK

- Managed operations for 300+ homes, coordinating with 100+ international landlords across three countries.
- Led remote inspections, resolving maintenance issues to ensure compliance and operational efficiency.

SKILLS

- Quiet influence
- Crisis anticipation
- Implicit understanding
- Conflict navigation
- Resilience under pressure
- Discretion
- Contextual awareness
- Adaptive reframing
- Empathy-driven decision-making
- Cultural sensitivity
- Cognitive flexibility
- Non-verbal communication awareness
- Authenticity
- Humility
- Friendly
- Calm-Natured
- Approachability
- Big-picture thinking
- G-Suite Workspace
- Clickup
- Hubspot
- GitHub
- Notion
- Slack
- Figma
- Instantly
- Linear
- Superhuman
- Make.com
- Chat GPT
- Apollo.io
- SavvyCal
- Zendesk
- TL;DV
- Rippling
- Puzzle.app

CERTIFICATIONS

Nova Chief of Staff Certification Course

Dec 2024-

Florida Department of Business and Professional Regulation

Real Estate License - SL3570199

March 2024- Sep 2026

Jacksonville, FL

EDUCATION

Paxon School for Advanced Studies

High School Diploma - GPA 3.5/4

June, 2014

Jacksonville, FL