

# Biography



## Cara M. Williams, Business Services Administrator

Ms. Williams' background is very diverse, although her focus over the years has been two fold - diligently being about the business of handling "financial business", and giving artistic flair and credibility to print pieces that lend quality and professionalism to her design clients.

While in College, Ms. Williams worked in the Business Development Center providing financial support and advice on a weekly basis. She also found herself being asked more and more to help students design works for either school or personal purposes. She spent her time in the computer lab honing her design skills and although her degree is in Business Management with a targeted focus on accounting, Cara left college with a full roster of design clients who were continually providing her with work.

As a post graduate, Ms. Williams spent several years providing financial and design expertise to small business owners in Columbia, SC. She helped to develop their branding, financial processes, and organizational structures with an eye toward growth and stability. When one of her clients, Big Brothers Big Sisters of Greater Columbia, received a grant which allowed them to hire a permanent staff person to perform those services, she began working with them as a full time employee. Within a year, Ms. Williams was not only handling the print and design work of the organization, but ALL of its administrative and financial functions. When the current Executive Director resigned, a two-tiered structure of programs and finance was erected, effectively making Ms. Williams the Deputy Director of the agency.

After marrying and moving to Columbus, OH, Ms. Williams focused on running a non-profit arts organization which she cofounded with two friends called One Human Family Workshops, Inc. Serving as the organization's Executive Director, Cara continued effectively handle non-profit finances. She also managed a for-profit print business in Columbus, which landed her squarely in the middle of her favorite place - a straddle between finances and design work. She left Elektrokopy upon moving from Ohio, but maintains the financial responsibility of the Non-Profit she began.

In the past 3 years, Ms. Williams transitioned from Columbus, Ohio to Durham, NC to take on the financial management of the Spanish Telenovela, Nuestro Barrio, a million-plus dollar project of the Community Reinvestment Association of North Carolina (CRA-NC). Upon completion of the project, Ms. Williams stayed on with CRA-NC as its Business Services Administrator. She handles all financial aspects of the organization as well as doubling as their publications and marketing materials designer. She is the coordinator of CRA-NC's Taxpayer Assistance Center (TAC) and manages its Volunteer Income Tax Assistance (VITA) Program. She free-lances with other North Carolina Non-Profits providing accounting and bookkeeping assistance and additionally maintains the running of her own nonprofit, OHF.