

**PAI**303 Bagot Street, Suite 501 Tel: (613) 545-3303 jhparker@parker-inc.com
Kingston, ON, K7K 5W7 Fax: (613) 545-1154 www.parker-inc.com**Parker & Associates, Inc.**

CATHERINE WILSON

EDUCATION

- 2001 Project Management Certificate, Algonquin College, Ottawa, Ontario, Canada
- 1993 Bachelor of Arts, Honours, Political Science, Queen's University, Kingston, Ontario, Canada

EXPERIENCE

2001 – Present **Marketing Manager, Parker & Associates Inc., Kingston, ON**

- Researches business opportunities and develops PAI marketing strategy
- Provides direct supervision of department staff.
- Manages sub-contracts for marketing projects.
- Develops and implements marketing processes, procedures and QA standards.
- Prepares annual departmental budget proposals and manages approved budget.

2001 – Present **Project Leader,, Parker & Associates Inc., Kingston, ON**

- Provides leadership in the planning of PAI projects
- Manages project quality
- Manages Project scheduling and resources
- Manages the Contract and scope of the project
- **Projects include: PATH, MRCOG**

1996 - 2001

Project Coordinator, Parker & Associates Inc., Kingston, ON

- Identify and coordinate the timely completion of project related action items, establish work priorities and oversee and coordinate related administrative procedures
- Distribute and track work assignments, preparing and reviewing various documents, editing, and performing quality and format reviews
- Prepare and maintain project guidelines and checklists, project status reports, and correspondence records
- **Projects include: PATH, R160, New Jersey, R142**

1995-1996

Research Assistant, Arthritis Society of Canada, Kingston, ON

- Created a Research Plan including relevant strategies, objectives and budgets to secure funding for pilot research project.
- Created a complete marketing campaign including press releases, information presentations and packages for the presentation of the research results