

KATHERINE PEARCE
Operations Coordinator



Katherine joined the Forrest team as Operations Coordinator in October of 2015.

As the Operations Coordinator, Katherine is accountable to ensure all operational support is provided so that our clients, staff, and associates enjoy a well-coordinated, complete experience that conforms to Forrest design standards and meets the facilitator's and client's expectations. This includes, but isn't limited to, providing support to and coordinating with clients to enable smoothly functioning, professional events ensuring that the workshop and consulting assignment experiences are well supported by conducting and coordinating all Before-Action and After-Action reviews, maintaining the appropriate inventory of workshop and consulting assignment supplies and facilitation support materials, producing materials and getting workshops out the door, administering all assessment tools and instruments, providing administrative support to and managing all Effective Intelligence licensees, and administrative support functions.

Katherine has a BA in English Literature from York University and a Computer Systems Technician Diploma from George Brown College, and has experience in a variety of work environments from retail to care-giving to freelance administrative assistance. She is excited and enthusiastic to join our team and bring her love of organization and multitasking to our operations group.