

JODY D SIMMONS

Marietta GA
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SUMMARY

Multitalented mom of three with executive-level administrative, business and operational leadership experience. Reliable and hardworking with over 15 years proven success in coaching youth sports. Commended for quickly building rapport with students and serving as a positive role model.

SKILLS

- Microsoft Office Suite, Excel & Word
- Powerpoint
- QuickBooks
- Visio
- Basketball Coach (10 Years)
- Soccer Coach (6 Years)
- Flag Football Coach (2 years)
- Youth Leader (3 years)

EXPERIENCE

FINANCIAL ASSET MANAGEMENT INC

Woodstock, GA

Executive Assistant

12/2014 to 01/2022

- Collaborated with internal teams to support long-term research, marketing and ad hoc projects.
- Facilitated board meeting agendas and distributed support materials in advance for successful sessions.
- Managed daily invoices, reports and proposals.
- Planned and coordinated company-wide social events.
- Scheduled and arranged travel and hotel reservations.

MCG INC

Knoxville, TN

Project Developer

06/2005 to 01/2013

- Developed and presented proposals for new projects and funding structures.
- Oversaw key project steps, including defining scopes, estimating expenses and setting schedules.
- Worked closely with vendors and consultants to deliver project requirements and meet deadlines.
- Researched market volatility prior to beginning new projects.

SRI/SURGICAL EXPRESS

Dallas, TX

Account Manager

09/2001 to 12/2004

- Oversaw multiple accounts and worked diligently to meet and exceed performance goals.
- Developed successful customer relationships and quickly resolved service requests to increase sales.
- Analyzed data and continually identified new opportunities for product placement to achieve sales growth.
- Provided alternative tactics to solving problems and satisfying customer needs.

THE LEVIN COMPANY, LLC

Charleston, SC

Executive Assistant

06/1998 to 06/2001

- Oversaw daily office operations and implemented process improvements.
- Managed and tracked expenses to meet company budget requirements.
- Followed proper accounting and bookkeeping procedures to support audits.
- Set up meeting and event logistics for senior management.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

06/1998

Georgia College & State University, Milledgeville, GA

- Dean's List - 4 years
- Completed Outdoor Education Courses
- GCSU Homecoming Queen Recipient
- Excellence in Youth Counseling Recipient