


# MONA SIMMONS

Enthusiastic and detail-oriented project manager with 9+ years experience growing revenue for multiple organizations and companies. Have improved quality in businesses by 22% and cut costs by 15% while maintaining a motivated energy.

📍 3901 Upper East Side, New York City, NY    ✉ monasnommis@gmail.com    ☎ 405-195-1033

 [linkedin.com/in/monasimmonspmp](https://www.linkedin.com/in/monasimmonspmp)

## WORK EXPERIENCE

### Senior Project Manager, Verizon

New York, NY • April 2018 — Present

- Developed and maintained solid client relationships; encouraged a collaborative approach with departmental team members.
- Educated clients on cost savings and opportunities aligned with their marketing efforts.
- Partnered with outside agencies in managing clients' promotional and marketing efforts.
- Wrote creative briefs on complex projects and interpreted them for project teams in order to lead communication strategies and implement marketing efforts.
- Collaborated on creative development and direction with client, design and production teams.
- Provided feedback to project team during internal creative reviews.
- Presented concepts to clients, obtained feedback and translated that feedback for the project team.
- Reviewed client change requests and responded with schedule/cost impacts along with alternatives.
- Managed expectations with clients and departmental teams.
- Negotiated timelines and budgets and ensured that all deadlines are maintained.
- Represented the interests of the client in interactions with project teams.
- Ensured all regulatory, legal and compliance and branding guidelines are followed.
- Provided final sign-off on projects to ensure compliance with creative brief and project specifications.

### Project Manager, ACLU

New York, NY • October 2013 — March 2018

- Served as lead for a wide range of initiatives, including Systemic Equality Agenda projects and special assignments tasked by the Chief Communications Officer, including establishing objectives, determining priorities, identifying risks, managing progress, gaining cooperation of others, assisting in resolving potential conflicts, and managing communications.
- Designed and implemented methods for tracking deliverables, schedules, and metrics for projects, providing clear tasks and accountability for project workstream leaders and team members to ensure deliverables adhere to internal quality standards.
- Created and maintained comprehensive project documentation, providing a clear historical record of decisions, systems, procedures and communications involved in each project's completion.
- Managed the seamless transition of completed projects to long-term owners of related workstreams, including creating and implementing effective roll-out plans, conducting post-completion evaluations to determine successful/unsuccessful project elements, and training of long-term workstream owners.
- Executed specific tasks within projects, including drafting communications, systems build-out and testing, and creating project evaluation and presentation materials.
- Established and maintained a relationship management database to facilitate smooth navigation of partnerships, coalitions, and relationships with other advocacy, community, grassroots, grass tops, and movement organizations.
- Provided the Chief Communications Officer and other leadership regular updates on the progress of projects.

## SKILLS

MS Office

Project Scheduling

Strategic Planning & Analysis

Business Development

Business Management

Communication

Organization

Time Management

## CERTIFICATIONS

PMP Project Management Certificate

CAPM Project Management Certificate

PgMP Project Management Professional Certificate

## EDUCATION

### New York University

New York, NY

2010 — 2012

MBA in Business Management

### NYU Stern School of Business

New York, NY

2006 — 2010

Bachelor of Science in Business Management