REBECCA D. SIMMONS

EXECUTIVE CANDIDATE – VP TECHNOLOGY

PMI Palmetto Chapter – 2026–2027 Volunteer Leadership Role

Accomplished technology leader and technical communicator with over 20 years of professional experience in systems administration, technical writing, IT operations, disaster recovery, and volunteer leadership. Known for delivering innovative, sustainable tech solutions and creating documentation that streamlines operations and enhances user experience. Deeply committed to supporting PMI Palmetto's mission and driving forward the chapter's technological growth, strategy, and efficiency.

CORE COMPETENCIES

Chapter Technology Oversight, System Administration & Licensing, Vendor & Stakeholder Engagement, Process & Documentation Management, SharePoint, DocuWare, Data Backup & Retention Policies, Disaster Recovery Planning, Volunteer Leadership & Succession Planning, Software Evaluation & Rollout, Asset Management & Compliance, Cross-functional Collaboration, Helpdesk Response Coordination

RELEVANT PROFESSIONAL EXPERIENCE

Lead Technical Writer
ECS | Remote/Greenville, SC | 2022 – Present

- Lead the creation of user manuals, SOPs, and system documentation for federal and commercial clients.
- Collaborate with developers, engineers, and end-users to convert complex systems into accessible content.
- Evaluate new tools for documentation workflow, recommend and implement platforms to increase efficiency.
- Coordinate with IT teams to ensure up-to-date knowledge of system architecture and deployments.
- Manage documentation repositories using Confluence, SharePoint, and internal content systems.

Network/Systems Administrator
Ortec, Inc. | Easley, SC | 2018 – 2022

- Managed 40+ Microsoft servers, Cisco network infrastructure, and Exchange accounts for 200+ users.
- Created disaster recovery procedures and led testing initiatives across North American teams.
- Maintained SharePoint and document management systems (ETQ, DocuWare).
- Provided administrative support and backup services for critical technologies and licensing.

Deskside Support Manager
Ortec, Inc. | Easley, SC | 2015 – 2018

- Directed team performance and policy adherence; implemented ticket system upgrades for faster SLA compliance.
- Oversaw software rollouts and trained staff across departments on new systems.

Technical Lead – IT Support & Deployment
Michelin NA (via TEKsystems) | Greenville, SC | 2013 – 2015

- Led 17 engineers in deploying 8000+ PCs/laptops across US/Canada with a 98.4% success rate.
- Coordinated hardware/software support, built and documented infrastructure diagrams and guides.

Project Specialist / Technician
Denny's Corporation | Spartanburg, SC | 2006 – 2012

- Developed troubleshooting guides, led tech refresh projects, and automated software installs.

PMI PALMETTO CHAPTER VOLUNTEER ROLES

Webmaster
2024 – Present

- Maintain chapter website and ensure timely content updates and security.
- Coordinate with leadership to post events, job opportunities, and news.

2025 Symposium Chair
2025

- Plan and execute the annual chapter symposium including scheduling, vendor coordination, and promotion.
- Oversaw digital logistics and ensured all virtual technology platforms were functional and secure.

EDUCATION & CERTIFICATIONS

- DHS Trusted TesterTM Certification | 2024
- Project Management Professional (PMP) Certification | 2022
- B.S. – Health and Human Service Management, University of Phoenix | 2011
- A.A.S. – Computer Networking Systems, Technical Institute | 2007
- CompTIA A+ Certification | Earned 2010

TOOLS & PLATFORMS

Microsoft 365, SharePoint, StarChapter, PowerApps, DocuWare, Confluence, Cisco, Windows Server, Exchange, , Active Directory, Visio, SnagIt, Jira, Google Workspace, StarChapter