

Curriculum Vitae

Connie Simmons

Operations Coordinator
Longnecker & Associates

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Executive Summary

Ms. Simmons manages the office administration, travel and internal logistics for Longnecker & Associates. Ms. Simmons assists in marketing initiatives and materials, while facilitating client mail-outs and invoicing. She joined firm in 2008 after 17 years in the healthcare industry.

Awards

- Texas Monthly Magazine, Best Companies to Work for in Texas in small business division and finished within the top 3 for 2011 – 2015.
- Longnecker and Associates received in 2010, 2011 and 2012 “The Best Places to Work” award by *The Houston Business Journal* and ranked among the Top 10 in companies with less than 100 employees.

Education

Purdue University – 1988 - 1990

Employment

Present

Operations Coordinator – Longnecker & Associates

Past

Medical Chest Associates – Medical Assistant