

# Curriculum Vitae

## **Connie Simmons**

Operations Coordinator  
Longnecker & Associates

11011 Jones Road, Suite 200  
Houston, TX 77070  
Telephone: 281-378-1352  
Website: [www.longnecker.com](http://www.longnecker.com)

### **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