

MONICA TACKITT

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EXPERIENCE

Project & Administrative Management:

- Provide strategic and tactical planning, development, evaluation, and coordination for Information Services.
- Facilitate communication between staff, management, vendors, and other technology resources within the organization.
- Plan and execute projects that include intranet portals, ecommerce build-outs, website launches – communicates complex technical information into verbiage for non-technical individuals, project sponsors and stakeholders.
- Responsible for status and project updates, creating project plans, adhering scope and budget.
- Maintains client accounts with the upmost professionalism, experience working with C-Level, Start-up and small businesses.
- Develops and implements user-training programs and utilizes project management tools such as Asana, Wrike, Zoho Projects, Basecamp etc. to provide visibility for a project.

Business Strategy & Development:

- Support/Lead pan-Print initiatives spanning growth strategy and operational excellence by scoping/framing, planning, managing, and executing campaigns.
- Analyze industry trends, competitive threats, expansion opportunities, and internal performance.
- Deliver analytically rigorous and data-driven insights that help executives make strategic decisions and drive business prioritization.
- Help craft and level set deliverables according to business requirements and community outreach needs.

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WORK HISTORY

- **Present:** Executive Assistant to CIO for non-profit healthcare company
- **2015:** Sr. Executive Assistant and Coordinator for healthcare start-up
- **2012:** Sr. Project Coordinator for financial investment firm
- **2011:** Administrator for Facilities and Project Management teams for sustainable energy company
- **2005:** Office Assistant for engineering firm

FREELANCE

- **2003-Present:** Content writing and web design

WHAT I KNOW HOW TO USE

