

Contact

www.linkedin.com/in/ckerasimon1
(LinkedIn)

Top Skills

Social Media
PowerPoint
Facebook

Languages

Spanish (Limited Working)
English (Native or Bilingual)

Christina Simon

Advance Coordinator
Washington, District of Columbia, United States

Summary

Executive Scheduling | Brand Consultant | Youth and Non-profit education advocate

Experience

U.S. Department of Housing and Urban Development
Advance Coordinator
October 2021 - Present (2 years)
Washington, DC

City Year

Senior Recruitment Manager
August 2018 - October 2021 (3 years 3 months)

- Utilize Salesforce, PowerBI and College Insight to recommend measurable ways of raising diversity & program visibility.
- Manage and support Regional Recruitment Manager with recruitment support on 5 primary accounts to maintain data accuracy.
- Evaluate hiring data to create campus and community recruitment plans and partnership opportunities with other programs.
- Analyze survey data of school satisfactory reports to initiate conversations on school partnerships and volunteer partnerships.
- Manage pipeline of 4 universities, creating quality recruitment events through non-profit collaboration & service panels.
- Provide application and interview support of applicants through program life cycle, maintaining conversion rates to satisfy goals.

Biden for President

Trips Associate | Trips/ Surrogates PA
October 2020 - November 2020 (2 months)

- Supported Pennsylvania State Department with trip logistics of principal and surrogate travel for the Biden-Harris ticket.

Tom Steyer 2020

Travelling Press Advance Lead

January 2020 - March 2020 (3 months)

- Executed media logistics for early election for Steyer campaign Headquarters (HQ) and multiple State Comms teams.
- Maintained venue walkthroughs and collaborated with Site Leads and Press Advance support to execute campaign tactics.

PENCIL, Inc.

2 years 6 months

Program Manager of Internships

May 2017 - August 2018 (1 year 4 months)

Greater New York City Area

- Introduced and managed applicant submission and selections process based on merit and guidelines and capacity for diverse candidate pool.
- Strategized Alumni engagement projects to increase feedback and visibility of program benefits. Efforts doubled alumni group participation and Alumni representation at future events.
- Facilitated internship placement for 500 students, individually managing pipeline of 105 internships each year including a reoccurring portfolio pipeline for several competitive program partners: Rothschild, Deloitte, Bloomberg, LP.
- Teamed with Data Analyst to support increased maintenance of programmatic data tripling over previous program year.
- Lead department revision of student training curriculum to support the needs of high school students and college applicants.
- Coordinated and lead Ladders for Leaders pre-employment seminars, exceeding projections of more than 1000 students impacted.

Programs Associate

March 2016 - May 2017 (1 year 3 months)

Greater New York City Area

- Maintained 'PENCIL Fellows' programmatic data consistent of 200 high school students, to support the implementation, coordination, and evaluation of the program with the Director of Strategic Implementation & Evaluation.
- Planned training schedule and volunteer needs for program meetings at Microsoft and other partner locations
- Worked with team to identify business and school partners, assisting in promo and media efforts for "Boss for a Day" event.
- Collaborated with HR to manage onboarding process and payroll for summer program participants.

American University

Facilities and Financial Operations Office Administrator

May 2015 - March 2016 (11 months)

Washington D.C. Metro Area

- Managed petty cash disbursements for 9 academic programs along with their designated personal credit cards for reconciliation.
- Created logistics plan of adjunct professor hires, management technology and campus enhancements for SPEX department
- Support student work study summer program
- Aid department in office transitions for new faculty and staff

Hotel Palomar Washington D.C., a Kimpton Hotel

Event Host

March 2015 - August 2015 (6 months)

Washington D.C. Metro Area

Collaborated with management to execute interior plans for private events and large bookings

Steward hotel guests and patrons

Howard University

Research Week Development Assistant

August 2014 - December 2014 (5 months)

Washington D.C. Metro Area

- Created promotional materials for department initiatives including grant submission writing, expositions, and key note speakers.
- Team efforts resulted in over 65 faculty and student submissions and increased STEM sponsorships attracting over 925 students to engage in the 2015 Howard Research Week Experience

Howard University

Communication Specialist Assistant : Office of Undergraduate Admissions

August 2010 - May 2014 (3 years 10 months)

Washington, DC

-Provided administrative support to Dean of Office of Admission and Enrollment Management.

collaborate with recruitment staff for prospective student events throughout the year.

-Responsible for communication of university admittance decisions. Provided support to parents and students during financial aid process and appeals.

- Supported application process of 15,152 prospective students through telephone communication and information updates using the database management system Oracle
- Managed telephone directory of recruitment and administrative-related contacts and all office related duties.

The Tap Music LLC

Social Media Intern

June 2012 - August 2012 (3 months)

New York, NY

- Promoted services of The Tap Music through social media outlets including twitter and media databases of new up and coming artists.

The Glover Park Group

Marketing and Public Affairs Intern

August 2011 - December 2011 (5 months)

Washington, DC

- Assisted Marketing Dpt. executives to developing strategies and corresponding tactics through cross examinable research for clients
- Created press clips for various clients that help identify clients place and image in various markets including media relations
- Monitored click stream numbers of website based on client target areas for further analysis of marketing plan effectiveness.

Continuum Health Partners

Community Affairs Intern

July 2010 - August 2010 (2 months)

New York, NY

- Worked with staff and community groups to collect data on health needs of the Harlem, NY area.
- Designed a health prevention program to apply for funding from the Center for Disease Control.
- Represented Continuum Health Partners and worked on outreach activities at local community health fairs, educational seminars, and health screenings.

Girls Incorporated

Latina Initiative Intern

June 2009 - August 2009 (3 months)

New York, NY

- Created "Hispanic Heritage Month" activities guide for affiliates to effectively educate participants & outreach posters to encourage and recruit Latina Initiative programs
- Reestablished filing and document procedure system for the Executive Department resulting in smoother communication
- Assisted supervisor and other management officials in travel logistics for Girls Incorporated events and programs

The New York Historical Society
Educational Department Intern
June 2008 - August 2008 (3 months)
170 Central Park West

- Conducted research using historical documents and artifacts from The Henry Luce Center containing over 40,000 artifacts

-Creatively assisted in the development of "The Grant and Lee in War and Peace". exhibit audio tour. -Original editing and recording Audacity, Windows Media Player, and Garage Band

- Worked with Visitors Services to conduct tours

Education

Howard University
Bachelor's Degree, Business, Management and Marketing · (2009 - 2015)

Fashion Institute of Technology
Certificate in Adobe Suite, Creative Design · (2012 - 2012)