

BETHANIE SIMMS

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EXECUTIVE SUMMARY

Resourceful, analytical, skilled at in-depth and thorough research, interviewing, and written and verbal communication resulting in deeply insightful and thorough analysis of issues and their implications, practiced success with finding creative and efficient resolutions, passionate leader who sets the example and builds inclusive, inspired, and inventive teams, mentors and empowers individuals to bring their expertise to create common sense solutions that resolve root issue and provide long ranging solutions, professional in presentation and performance, successful at navigating a wide variety of high performance settings.

PROFESSIONAL EXPERIENCE

WHQR: PUBLIC RADIO

News Reporter/UNCW News Fellowship

Wilmington, North Carolina

July 2021-Present

- *News Reporter:* Work closely with the News Director to develop story ideas from a network of local sources, locate and arrange interviews with subject matter experts, conduct investigative research including court documents, public records requests, deep dive investigative articles topics such as governmental, legal, criminal, and international events.
- *Radio Production:* Created and edited audio scripts, and record, edit and produce radio segments for live news broadcast.
- *Photography:* Shoot, edit, and produce photography for news articles.

APRIL TAM SMITH/P.S. KITCHEN

Executive Assistant

New York, New York (Remote)

February 2020-December 2020

- *Copy Writer:* Curated, wrote, researched, and edited all copy for internal and external emails, social media posts, fundraising campaigns, video storytelling scripts congruent with P.S. Kitchen's business strategy, platform, philanthropic endeavors, and heart of the non-profit mission.
- *Speech Writer:* Crafted thoughtful, well-researched speeches for founder, worked toward crafting stories in her natural speaking style and amending them to fit a wide variety of organization's mission and purpose for each event.
- *Business Development:* Worked independently exercising superior judgment on brand building, story curation, product development, marketing, and relationship building with new and established organization for cooperative events and fundraising.

UNITED STATES MARINE CORPS

Security Manager

Camp Lejeune, North Carolina

July 2018-August 2019

- *Security Management:* Advised the Commanding General on all security violations, investigations, training, inspections, and risks pertaining to information and personnel security for multiple operations for ten subordinate units 5,000 personnel.
- *Leadership and Development:* Developed, maintained, and delivered federal required continuing education curriculum to each unit's security manager, their staff, and all security clearance holders throughout the command.
- *Process Management:* Created a SharePoint site to streamline workflows, security mandatory reporting, and access to federal and local compliance publications and resources for proper implementation and enforcement of all security programs.

GOLDMAN SACHS & CO.

Associate, Operations/Risk Management in Prime Brokerage

Salt Lake City, Utah

December 2016-July 2018

- *Process Management:* Conducted analysis of the prime brokerage asset transfer processes created progressive procedures; skilled at consumer troubleshooting and process resolution according to legal mandates and federal regulation.
- *Risk Management/Asset Protection:* Created, implemented, and applied internal procedural requirements, legal restrictions, and SEC regulations to safeguard against anti-money laundering and fraud risk to the client.
- *Leadership and Team Development:* Devised and lead a professional education series composed of experienced speakers including Goldman Sachs executives, external financial industry professionals, and independent entrepreneurial subject experts.

EDUCATION

THE MASTER'S UNIVERSITY

B.A., Political Studies/Constitutional Law

Santa Clarita, California

January 2008

CLAREMONT GRADUATE UNIVERSITY

M.A., English

Claremont, California

December 2022 (Projected)