

# Simona Stankova

hi@simonastankova.com/ [simonastankova.com](https://simonastankova.com) / [www.linkedin.com/in/simona-stankova](https://www.linkedin.com/in/simona-stankova)

---

## Business Administrator | Operations Manager | Project Coordinator

Business operations professional with 10+ years of experience **optimizing workflows, coordinating multi-team projects, and supporting financial and HR processes**. Proven ability to transform manual operations into digital systems, prepare reconciliations, investigate billing discrepancies, and ensure compliance across contracts, expenses, and reporting.

I specialize in **project coordination, business administration, and operations support** - driving efficiency and clarity in fast-paced environments. Recognized for a structured, solutions-focused approach, strong stakeholder alignment, and transparent communication.

I deliver measurable value by ensuring **business operations run seamlessly, projects are completed within scope and constraints, and communication remains accurate and transparent**.

## WORK EXPERIENCE

---

Stealth Startup, Remote  
Business Administrator & Operations  
Jan 2024 – Sep 2025

- Transitioned contracts, invoices, reimbursements, and expenses **from paper-based to DocuSign-powered workflows and Google Forms**, reducing errors and saving time.
- **Supported HR processes**, including contract administration and expense management, ensuring accuracy and compliance.
- Strengthened financial integrity by preparing reconciliations, investigating billing discrepancies, and supporting forecasting activities.
- Produced consolidated financial reports by category and team, enabling leaders to make **data-driven decisions**.

Stealth Startup, Remote  
Project Coordinator  
Apr 2024 – Dec 2024

- **Coordinated cross-functional event projects end-to-end**, from planning and vendor engagement to execution, reporting, and closure.
- Standardized event publishing by documenting workflows, improving accountability, and transparency.
- Increased team efficiency by introducing structured reporting across marketing, logistics, accounting, and vendor partners.
- Delivered multiple projects simultaneously, meeting strict deadlines and budget requirements.

Maternity Break  
Feb 2018 – Dec 2023

Lukoil Bulgaria, Sofia, Bulgaria  
Executive Assistant  
Feb 2013 – Jan 2018

- Supported the CEO of one of Bulgaria's largest energy companies, operating 220+ petrol stations nationwide with annual revenues of ~€3.2 billion.
- Streamlined executive operations by managing calendars, confidential records, correspondence, and domestic/international travel logistics.
- Planned and coordinated board-level meetings, corporate events, and executive travel for C-level staff and partners.
- Built trusted relationships with the CEO, board members, executives, staff, and external partners while safeguarding sensitive business information.

Lukoil Bulgaria, Sofia, Bulgaria  
Marketing Coordinator  
Sep 2011 – Jan 2013

- Monitored and reported on promotional campaigns across 220+ petrol stations, including on-site loyalty and points-collection programs.
- Conducted market research across regions to guide seasonal campaign planning (summer/winter), tailoring promotions to customer behavior and location.
- Delivered actionable reports that advised senior marketing on strategy, reallocating budgets and refining messaging to maximize ROI.

## EDUCATION

---

Master of Strategic Leadership, New Bulgarian University  
2014 – 2016

Bachelor of Marketing & Business Economy, University of National and World Economy  
2010 – 2014

## CERTIFICATIONS

---

Professional Scrum Master I (PSM I), [Scrum.org](https://www.scrum.org)  
2025

## SKILLS

---

### Business Administration & Operations

HR processes (contracts, expense management) · Workflow optimization · Compliance administration · Billing discrepancy investigation · Accounting reconciliations · Financial reporting & forecasting.

### Project Coordination & Management

End-to-end project and event lifecycle management · Stakeholder alignment · Vendor management · Cross-functional collaboration · Process documentation & improvement · Agile, Scrum, Kanban

### CRM & Business Systems

HubSpot · Salesforce · DocuSign · Google Workspace (advanced Sheets) · Notion · JIRA · Confluence · Asana · Trello

### AI & Automation Tooling

ChatGPT · Lovable · Workflow automation · Digital adoption · Document management systems

### Languages

Bulgarian (native) · English (advanced) · Russian (advanced) · Spanish (beginner)