

Loreta Tonuzi

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OBJECTIVE

Energetic and goal-oriented project manager-assistant hybrid seeking to bring leadership, fun, energy, and a growth mindset to every opportunity.

QUALIFICATIONS

- Extensive experience leading and working closely with cross-functional project teams
- Passionate, proactive and detail-oriented approach to objectives
- Strong communication skills; experienced with both client stakeholders and internal teams

EDUCATION

YORK COLLEGE OF PENNSYLVANIA

B.S. in Sports Management, May 2013

York College, PA

PROFESSIONAL EXPERIENCE

Publicis.Sapient

New York, NY

Associate Executive Asst.

Present

- Create and submit expense reports
- Manage calendars for multiple executives simultaneously
- Plan and book all domestic and international travel
- Partner and collaborate with team members for logistics and planning of large-scale client and internal meetings

PHD Media

New York, NY

Project Manager

Oct 2021 – Oct 2022

Client: Red Bull

PMO Development and Management

- Supported account wide process and operations adjustments that impacted end-to-end campaigns
- Implemented and maintained PMO best practices
- Identified opportunities for enhancement

Process and Work Standards

- Supported project and account initiatives by monitoring all project tasks and deliverables
- Managed team collaboration tools to effectively maintain progress on project milestones
- Assisted with operational onboarding of new campaigns and resources onto the team along with owning and facilitating onboarding materials and workshops

Project Delivery and Efficacy

- Developed and managed campaign timelines while remaining the point of contact for both internal and external parties
- Ensured proper collection, management, storage, and distribution of project details and information

- Identified and mitigated potential project risks by focusing team members on key deliverables and escalating appropriately

Razorfish

Senior Associate Project Manager

Client: Citibank

New York, NY

Oct 2018 – Sept 2021

Collaboration

- Collaborated with clients and technical teams to translate business requirements into technical requirements for projects including interactive landing pages, API/web service integrations, and microsites
- Trained, supervised, and mentored junior level PMs on all aspects of project management: ensuring fulfillment of project requirements, maintaining focus during high stress time periods and task prioritization

Project Planning and Risk Management

- Managed multiple digital implementations/campaigns running in parallel for Citigroup Inc. from requirements gathering through launch
- Lead global teams of project managers, designers, strategists, programmers, and QA specialists for the delivery of over 100 web development and multichannel projects
- Tracked work progress, anticipated delays, and planned corrective actions to get projects back on schedule
- Delivered digital projects of the highest quality on-time and on-budget

Financial Management

- Tracked and communicated project burn and budget status throughout the lifecycle of the project
- Authored and maintained detailed project plans, cost estimates, and change control procedures for up to 6 different projects at any given time to maintain budget and timing parameters; while keeping to agency profitability goals and milestones

Publicis.Sapient

Senior Associate Executive Asst.

New York, NY

Sep 2013 – Sep 2018

- Organized, planned, and executed successful offsite events and meetings for global leadership team members
- Managed calendars for one Global Chief Experience Officer and five Vice Presidents simultaneously
- Partnered and collaborated with team members for logistics and planning of large-scale client meetings
- Planned and booked all domestic and international travel for one Global Chief Experience Officer and five Vice Presidents
- Created and submitted expense reports for one Global Chief Experience Officer and five Vice Presidents

SKILLS

Organization, attention to detail, time management, leadership, prioritization, collaboration, critical thinking, effective communication, motivating, adaptability, and listening

HOBBIES AND INTERESTS

Reading, listening to podcasts, connecting with nature, traveling, learning new skills, spending time with family and friends