

ALYSSA DAPONTE

EDUCATION

Bryant University, Smithfield, RI

Graduated December 2023

Bachelor of Science in Business Administration concentration in Team and Project Management

Minor in Communication

RELEVANT COURSE PROJECT

Bryant IDEA, First Place Winner, Bryant University

February 2021

- Led a team of five students in developing innovative ideas through the design thinking process
- Utilized the design thinking process to develop a solution to the struggle children in daycares faced with speech and communication development due to the use of masks in the COVID-19 pandemic
- Created and presented the solution to a panel of judges, winning first place in section

Evestnet Institute of Campus Program, Student, Online Program

Fall 2021

- Broad-based training in asset and wealth management with an emphasis on managed solutions
- Learned the essential language of investment management as well as its ever-changing products and technologies

WORK EXPERIENCE

DDL Advertising, Project Manager, East Providence, RI

August 2024 – Present

- Collaborate with key stakeholders to outline project scope, timeline, budget. Ensure team roles are clearly defined to execute the scope of work.
- Develop detailed project plans with timelines and milestones, coordinate project kickoff meetings, and monitor task progress to meet deadlines.
- Assist in budget management, ensuring adherence to approved project costs.
- Conduct regular project status meetings, monitor deliverable quality, and implement improvements to meet required standards.
- Provide final project reviews and document lessons learned for future projects.
- Maintain regular communication clients to continue relationships and inform on current project status.
- Perform research on potential new business opportunities using various platforms, compiling key information into an internal tracker.
- Write detailed proposals to potential clients outlining DDL Advertising's ability to execute the proposed scope of work within the allocated timeframe and budget.
- Manage and monitor projects using Slack project management tools.
- Develop Media Authorization Forms for various client campaigns outlining the media channels utilized to reach campaign goals and their allocated budget.
- Traffic creative assets to media channels such as radio, broadcast, digital media, social media, etc.

TRC Companies, Project Coordinator, Remote/ Franklin, MA

January 2024 – August 2024

- Assist multiple project managers with the coordination of complex projects and proposals from start to finish
 - Ensure project teams obtain a clear understanding of project scope and terms
 - Assign and oversee tasks of the internal team and subcontractors to ensure successful completion of project deliverables
 - Maintain project financial management including but not limited to budgeting, purchase orders, invoicing, and developing reports
 - Uphold a high degree of clear and timely communication and project reporting both internally and externally
 - Schedule tasks and track progress using Microsoft Excel and Smartsheet
 - Maintain all supporting documents in ProjectWise using a clear organizational structure
- Lead team meetings to discuss project progress and address potential concerns

TRC Companies, Project Management Intern, Remote/ Franklin, MA

February 2023 – January 2024

- Support Project Management Supervisor in managing distribution engineering projects
- Record meeting minutes for internal and external meetings
- Run weekly reports to assist in tracking project financials
- Create and routinely update project trackers in Microsoft Excel
- Assign tasks to the internal team and subcontractors to ensure successful completion of project deliverables
- Uphold a high degree of clear and timely communication and project reporting internally

SKILLS & CERTIFICATES

- **Computer Skills:** Microsoft Word, Microsoft PowerPoint, Microsoft Project, Microsoft Excel, Microsoft Teams, Smartsheet, Canva, ProjectWise, Google Docs, Google Sheets, Google Slides, Google Meet, Zoom, Western Union, Slack, Deltek Vision Salesforce, Asana
- **Media Skills:** Instagram, Facebook, Twitter, Linked In
- **Excellence in Project Management Certificate;** TRC Companies training program
- **CAPM certification:** Certified Associate in Project Management
- **CSM certification:** Certified ScrumMaster