



LORETA TONUZI

Executive Admin + Project Manager

About Me

With extensive experience as an executive assistant and project manager, I thrive in roles where I can bring order to complexity, streamline processes, and support leaders in achieving their goals. Known for my strategic mindset and dedication, I excel at managing high-level administrative tasks, coordinating projects, and fostering collaboration to drive efficiency and results. My passion lies in empowering others through organization, problem-solving, and proactive support, ensuring that executives can focus on what matters most.

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📍 Freehold, NJ, USA

Education

York College of Pennsylvania
B.S. in Sports Management
2009 - 2013

Skills

- Calendar Management
- Project Coordination
- Process Optimization
- Stakeholder Communication

Experience

Executive Admin

Jan 2024 – Present

Publicis. Sapient

Efficiently manage calendars for multiple executives, ensuring seamless scheduling and prioritization. Prepare and submit accurate expense reports while coordinating all aspects of domestic and international travel arrangements. Collaborate with team members to plan and execute logistics for large-scale client and internal meetings, ensuring smooth operations and successful outcomes.

Project Manager

Oct 2021 - Oct 2022

PHD Media

Developed and managed PMO processes, implementing best practices for campaign management and operational adjustments. Monitored tasks, tracked milestones, and facilitated onboarding through workshops. Led campaign timelines, acted as a key contact for stakeholders, and ensured efficient information management. Identified improvement opportunities, mitigated risks, and kept the team focused on key deliverables for successful outcomes.

Senior Associate Project Manager

Oct 2018 - Sept 2021

Razorfish

Collaborated with clients and technical teams to translate business needs into technical requirements for complex digital projects, including web integrations and microsites. Managed global teams to deliver over 100 multichannel campaigns for Citigroup Inc., ensuring on-time, on-budget delivery through meticulous planning, risk management, and financial oversight. Trained and mentored junior project managers, fostering skills in prioritization, stress management, and project fulfillment.

Senior Associate Executive Admin

Sept 2013 - Sept 2018

Publicis.Sapient

Organized and executed offsite events and large-scale client meetings for global leadership, ensuring seamless logistics and planning. Managed complex calendars, domestic and international travel, and expense reports for a Global Chief Experience Officer and five Vice Presidents. Collaborated with team members to support strategic initiatives and maintain operational efficiency.

Hobbies & Interests

I enjoy getting lost in books and podcasts, spending time outdoors to clear my mind, and traveling to experience new places. I'm always curious about learning new things and love hanging out with family and friends to keep life relaxed and enjoyable.