

AMANDA PALOMINO

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PROFESSIONAL EXPERIENCE

Project Manager, Provision IAM

Jan 2024 – Jan 2026

- Led 3–5 concurrent multi-phase IAM implementations, including midpoint enhancements and the inception of system connectors to ensure compliance and seamless integration across enterprise platforms.
- Managed full lifecycle deployments for insurance and higher-education organizations, coordinating cross-functional teams of developers, QA/UAT teams, and client stakeholders.
- Facilitated internal and client meetings, documenting action items and proactively mitigating risks to maintain timeline and budget integrity.
- Prepared executive summaries translating complex technical updates into clear, actionable insights for leadership stakeholders.
- Maintained rigorous project documentation and quarterly budget forecasts, overseeing six-figure project budgets and aligning scope and resources with evolving client priorities.
- Partnered with leadership to streamline internal tracking systems and enhance long-term client engagement processes.

Special Events Manager, The Episcopal Academy

Jul 2022 – Jan 2024

- Served as principal coordinator for 150+ major institutional events annually, including fundraising galas, trustee receptions, and donor dinners.
- Partnered closely with the Head of School, Development Office, and Board members, preparing executive briefings, talking points, and presentation materials to support institutional strategy and donor engagement.
- Developed and managed event budgets exceeding \$70K, overseeing vendor contracts, invoices, and financial tracking.
- Coordinated comprehensive travel and logistics for keynote speakers and high-profile guests.
- Collaborated across departments and external vendors to deliver polished events while maintaining professionalism, discretion, and stakeholder alignment.

Project Manager, TPD Design House

Mar 2018 – Jul 2022

- Led branding, web design, and experiential projects for global clients including Paramount+, Google, Beautycounter, and Rohto.
- Oversaw proposal development and pitch materials, coordinating creative, production, and client teams to meet aggressive new business deadlines.
- Directed timelines, deliverables, and budgets ranging from \$1K–\$300K+, managing internal teams and external vendors to ensure on-time execution.
- Built and maintained a centralized vendor database to streamline procurement, contract compliance, and resource tracking.
- Coordinated domestic and international production logistics, including customs documentation and large-scale physical shipments.
- Managed Basecamp, Wrike, and Google Workspace workflows to maintain visibility across concurrent client accounts and initiatives.

Content Project Coordinator, Value Prop Interactive

Jan 2017 – Mar 2018

- Supported consulting and marketing initiatives through coordinated content development and client facing campaigns.
- Managed editorial calendars, deliverable timelines, and cross-team communications.
- Drafted press releases and promotional materials for book launches and webinars.

PROFESSIONAL & CREATIVE INTERESTS & SKILLS

- Evaluate fiction manuscripts through reader reports and editorial letters, providing developmental feedback on narrative development.
- Active participant in NYC reading and writing communities.
- Microsoft Office (Word & Excel), Google Workspace, Slack, Avoma, Align, Paperless Post, Canva, ClickUp, Asana, Wrike, Basecamp, Harvest

EDUCATION

Hofstra University – Bachelor of Arts, Journalism, Magna Cum Laude

- Dean's List (2013–2016); Phi Eta Sigma National Honor Society
- Study Abroad: Anglo-American University, Prague (Spring 2015)