

Alyssa daPonte

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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, Business Development and Project Coordinator, East Providence, RI

August 2024 – Present

- Work with key stakeholders to outline project objectives, deliverables, and boundaries, ensuring team roles are clearly defined and assigned.
- 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.
- Create strategic proposals, email templates, and RFP responses. Customize communications to meet company-specific needs and leverage existing templates to build efficient responses.
- Manage follow-up communications with potential clients, maintain relationships, and track progress.
- Perform research on potential opportunities using various platforms, compiling key information such as deadlines, requirements, and contacts.
- Manage and maintain lead tracking system spreadsheets, ensuring all information is organized and up-to-date.

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

Gigi Scoops Ice Cream, Counter Attendant, Smithfield, RI

April 2022 - Present

- Provide exceptional customer service and maintain close attention to detail when taking and completing customer orders
- Communicate effectively with customers to provide recommendations on menu items and communicate effectively with team members to ensure smooth operations
- Adhering to health and safety guidelines by maintaining the work area clean

Bryant University, Office Assistant-Faculty Suite F, Smithfield, RI

September 2022 – December 2023

- Assist faculty members with the creation of documents of all sorts, PDF conversions, printing, research, and technical help
- Guide individuals entering the faculty suite with directions and questions
- Retrieve and distribute messages and mail to faculty and others within the suite
- Accounting actions including maintaining shop inventory and setting the register

Michael's Smithfield, Cashier, Smithfield RI

August 2021 – March 2022

- Assisted customers at checkout with purchases, returns, exchanges, and order pickup
- Fulfilled online orders to be picked up in-store and shipment orders
- Informed customers about the rewards program and benefits to increase customer loyalty and return
- Monitored sales floor and ensured all product displays were clean and ready for easy customer use

Shaw's North Providence, Customer Service Clerk, North Providence, RI

February 2019 – August 2021

- Resolved any customer questions or concerns in a professional and efficient manner
- Oversaw money wiring, bill paying, and money orders for Western Union Services
- Managed point of sale transactions, returns, and refunds, along with payroll and government check cashing
- Completed Rhode Island Lottery transactions and FedEx drop-off and pick-ups
- Executed register counts, loans/pickups within the store, deposits, and large quantity safe cash counts

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
- **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