

Alex Cammett

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EXPERIENCE

Northeastern University, Boston, MA — *Project Manager*

October 2021 - Present

- Advise, consult, and guide the project management process for medium to large scale cross-organizational projects
- Work closely with stakeholders in defining project charters, schedules, and budgets
- Lead project teams in creating project documentation, processes and oversee the entire project lifecycle, delivering high quality, innovative solutions
- Adapt quickly to rapidly changing conditions and priorities, identifying risks, solutions, and opportunities to ensure goals are met

Havas Health and You, Boston, MA — *Senior Project Manager*

December 2018 - October 2021

- Planned, directed, multitasked and coordinated all deliveries to ensure that project goals were accomplished within the prescribed fast paced deadlines, budget, and scope while using agency project management tools for multiple print and digital projects
- Supervised a full time PM employee; Fully trained and onboarded them to the agency, Oversaw their workload and guided their career growth
- Created a weekly finance burn report to better collaborate with our internal account team
- Innovated and streamlined our project status process through the use of a single document containing a holistic overview of each project across all brands; this expanded productivity throughout the entire agency
- Developed an asset tracking system to maintain all purchased and copyrighted materials in one area; this helped collaboration across the project management and creative teams, and encouraged efficiency with assets
- Clients: Sanofi Genzyme (ASMD, Cerdelga, Cerezyme), Palovarotene (Ipsen & Rare)

In addition to my daily tasks, I was a member of the Culture Club Committee which developed a positive office culture through events and activities. I also was a member of the Buddy System which helped onboard new hires with the office space, culture and to make them feel welcomed to the agency.

Hill Holliday, Boston, MA — *Senior Project Manager*

August 2018 - October 2018

- Managed all projects from inception through to post mortem, working with all agency disciplines to ensure that projects are delivered in a timely, cost-effective, and efficient manner
- Client: Bank of America

SET Creative, New York, NY — *Project Manager*

January 2017 - May 2018

- Developed and managed print and digital project timelines, estimates and financial burn
- Managed interactive experience and motion design projects from inception through deployment
- Client: Verizon

Cline Davis and Mann, New York, NY — *Project Manager*

July 2016 - January 2017

- Developed and oversaw multiple print and digital project timelines and budgets
- Managed QA and upfront website, banner ad and interactive experience design development
- Clients: Biogen (Launch: Spinraza), Novo Nordisk (Victoza), Gilead (Ranexa)

SKILLS

myNortheastern Portal

Microsoft Office Suite

Google Suite

Smartsheet

Adobe Acrobat

Net Suite

Proof HQ

Slack

Pulse

VIA 3.0

Microsoft Dynamics

Trello

Jira

Workfront

Open Air

EDUCATION

Iona College
New Rochelle, NY

*Bachelor of Business
Administration in
Management*

Hagan School of
Business (AACSB
Accredited)

*References
Available Upon
Request*

October 2015 - July 2016

— *Brand Coordinator*

- Assisted the PM with managing multiple projects, timelines, budgets and overseeing team finances
- Clients: Novo Nordisk (Victoza), Novartis (Utibron), Shire (VPRIV)

The CDM Group, New York, NY — *Client Billing Specialist*

October 2015 - July 2016

- Developed, Populated and Managed finances, expenses, work flows and financial reports with business managers, account executives and project management team