

JENNIFER A. JAROSLAVSKY

Philadelphia, PA • jennjaros24@gmail.com • (561) 654-9515 • [LinkedIn](#)

Operations and Project Manager

Passionate and adaptive team leader with proven success managing multiple, competing priorities in dynamic, fast-paced life sciences and non-profit environments.

Dedicated and proactive operations professional with proven history of effective project management supporting strategic objectives. Excellent collaborator and communicator with a focus on building strong and effective teams. Talent for driving operational efficiency, delivering impactful results, and overseeing strategic planning. Passionate about mission-driven work and committed to enhancing organizational performance while achieving meaningful outcomes for global communities.

Areas of Expertise include:

- Full Life Cycle Project Management
- Data Visualization and Dashboard Creation
- Team and Administrative Leadership
- Operations Leadership
- Employee Training, Engagement, and Mentorship
- Efficiency Resource Implementation

PROFESSIONAL EXPERIENCE

Alzheimer's Drug Discovery Foundation; New York, NY

Jan 2021 – June 2024

Senior Manager, Scientific Operations | Interim Chief of Staff (2022)

Served as strategic partner to C-suite leaderships in developing and executing mission-driven initiatives. Led process and performance optimization and expansion projects ensuring alignment with organizational goals and enhancing operational efficiency by implementing project management tools. Used data analysis and reporting tools to inform decision-making and enabled supportive and collaborative cross-functional teams. **Key achievements:**

- Managed the team's \$12M Alzheimer's biomarker focused trial collaborating with a multi-site team and various vendors to ensure **successful accomplishment of project milestones** and **approval by the advisory board**.
- Implemented a new internship program from ideation to completion with partnership from the New York Office of the Mayor's program, LifeSci NYC. Handled **recruitment of 6 new positions**, hiring, management of interns, oversight of intern managers, and created program-wide workshops and events **impacting the foundation's DEI, scientific, and philanthropy goals**.
- Designed and oversaw the implementation of an **\$600K office renovation**, working with all key stakeholders and vendors to **create a new space that highlights and supports organizational goals**. Carried out a **seamless return to the physical office and upgraded virtual environment**.
- Coordinated Board, committee, partnering, executive, and internal meetings and facilitated preparation of leadership team to ensure they **achieve successful and engaging communication with organization stakeholders**.
- Facilitated the organization's conferences strategy including **sponsorship of 3 major global conferences** and **complete production of 2 internal conferences**.
- Supervised and **trained 6 staff members** on the Science and Administrative teams.
- Led the Employment Engagement and Wellness Task Force in **carrying out DEI and mental health initiatives and trainings**. Managed **COVID compliance protocols** and **created various staff engagement opportunities and events**.

New York University School of Law; New York, NY

Sept 2019 – Jan 2021

Executive Assistant, Office of Development and Alumni Relations

Served as the Dean's administrative support and as a strategic partner in facilitating his individual and department-wide project success. **Key achievements:**

- Created new team-wide resources in the project management and engagement spaces to **increase team communication and participation** as well as **benefit general office culture**.
- Led and supported the Dean's communications as they tracked with his organizational goals including **production of leadership presentations and messaging**.

Boston University Dean of Students Office; Boston, MA

May 2015 – May 2019

Administrative Manager

Created a student employment program, which became the standard for student employment opportunities at the university due to the **90% retention rate and 95% employment rate post-graduation**. **Key achievements:**

- Oversaw recruitment, front desk training, and general management of over **300 students** throughout my tenure.
- **Produced various professional development opportunities** including mentorship programs, skills workshops, special projects assignments, and various team building and DEI trainings.

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OTHER EXPERIENCE

Professional Opera Singer: jenniferjaroslavsky.com

Worldwide

2010 - 2021

AWARDS AND HONORS

- Martin Luther King, Jr. Full Merit Scholar | **Boston University**
- Valedictorian | **American Heritage High School**
- Search for Common Ground Award | **Boston University**
- Regional Graduate Student Employee of the Year | **Northeast Association of Student Employment Administrators**

EDUCATION

- Dual Degree Bachelor of Arts, Political Science; Bachelor of Music, Voice | **Boston University**
- Project Management Certification | **eCornell**
- Master of Music, Voice | **Boston University**