

# Rocio Donohoe, PMP®

Connecticut, USA

[rociodonohoe@icloud.com](mailto:rociodonohoe@icloud.com)

[linkedin.com/in/ocio-donohoe](https://linkedin.com/in/ocio-donohoe)

## Experience

### IBTCI — GH-TAMS (USAID)

*Project Assistant*

Washington, D.C., USA

Jun 2024 – Mar 2025

- Coordinated multi-million-dollar USAID Global Health program spanning 20+ countries, managing consultant recruitment, onboarding, and full contract lifecycle for 30+ technical consultants
- Drafted Scopes of Work and cost estimates ensuring 100% compliance with USAID regulations; administered 50+ travel authorizations via Concur
- Maintained evidence-based tracking systems for project deliverables, improving reporting turnaround by 25%

### Gleeds - Infrastructure Consultancy

*Project Administrator*

Lima, Peru

Jan 2022 – May 2023

- Established PMO processes for 8-company UK/Finland consortium delivering Peru's school infrastructure program (\$10M+ budget)
- Processed immigration, payroll, and onboarding for 100+ international staff; coordinated site visits and security at 15+ construction sites

### Arup - Engineering Consultancy

*Project Administrator*

Lima, Peru

Dec 2020 – Apr 2021

- Served as liaison between Lima and London offices; coordinated with ANIN (National Infrastructure Authority) on deliverables
- Organized site visits and virtual leadership events across 3 time zones for 40+ participants

### Canadian Commercial Corporation, Government of Canada

*Senior Business Development Assistant*

Lima, Peru

2016 – 2020

- Supported G2G business development across 11 countries, conducting market research for infrastructure and defense opportunities
- Cultivated stakeholder relationships across the Americas, facilitating 30+ high-level meetings annually; prepared contracts and NDAs for deals valued at \$5M+

### Embassy of Canada in Peru

*Assistant to the Ambassador*

Lima, Peru

2012 – 2016

- Managed the Ambassador's agenda and diplomatic engagements with 50+ foreign missions; led protocol for 20+ ministerial visits
- Organized annual Canada Day event for 400+ attendees including heads of state, ambassadors, and ministers

### Embassy of Canada in Peru

*Regional Coordinator — Andean Unit (AUDG)*

Lima, Peru

2010 – 2012

- Coordinated travel, events, and logistics for Andean Unit covering 5 countries; managed consultant recruitment and \$500K+ annual budget

## Education

### Project Management Institute (PMI)

USA, 2024

*Project Management Professional (PMP®)*

### Humentum

USA, 2024

*USAID Rules & Regulations Certification*

### Forum for International Trade Training (FITT)

Ottawa, Canada

*International Trade Diploma* 2021

### Government of Canada

Ottawa, Canada

*Assistant Program for Ambassadors* 2014

### UNIFÉ — Universidad Femenina del Sagrado Corazón

Lima, Peru

*Bachelor of Arts in Translation and Interpretation — Top 5%* 2002

## Skills & Additional

**Core:** Project Lifecycle Management, Stakeholder Relations, Contract & Compliance Management, Budget Management

**Functional:** Analytical & Problem-Solving, Cross-Functional Coordination, Confidentiality & Discretion, Adaptability

**Tools:** Concur, SAP, Acconex, Microsoft Office Suite

**Languages:** English (Fluent), French (Fluent), Spanish (Native)