

Rocio Donohoe, PMP®

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Experience

IBTCI — GH-TAMS (USAID)

Washington, D.C., USA

Jun 2024 – Mar 2025

Project Assistant

- 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

Lima, Peru

Jan 2022 – May 2023

Project Administrator

- 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

Lima, Peru

Dec 2020 – Apr 2021

Project Administrator

- 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

Lima, Peru

2016 – 2020

Senior Business Development Assistant

- 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

Lima, Peru

2012 – 2016

Assistant to the Ambassador

- 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

Lima, Peru

2010 – 2012

Regional Coordinator — Andean Unit (AUDG)

- 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)