

# Evan Szucs

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## PROFESSIONAL EXPERIENCE

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### Associate Project Manager

Oct. 2023 - Present

Party City | Woodcliff Lake, NJ | Full-Time

- Support the management of the portfolio of projects across the Party City enterprise within the Enterprise Transformation Office
- Assist with the creation of portfolio summaries and share-outs for key leadership meetings
- Ensure adherence to Enterprise Transformation Tools (Roadmaps, Dashboards, trackers) and timelines with program and project managers.
- Aid in identifying and monitoring project interdependencies, intersections, risks, and mitigation efforts.
- Provide continuous visibility into gaps, issues, risks, and opportunities across teams, solving and escalating impediments.

### Project Manager Associate - Expert

Mar. 2023 - Sep. 2023

RBC Capital Markets | Jersey City, NJ | Contract

- Played a key role in managing a substantial portfolio of projects with a total budget of over \$3 million, reliably delivering projects within budget constraints and deadlines.
- Monitored the progress of large-scale projects, such as new graduate, intern, and promotional training to ensure successful completion.
- Designed, implemented, and maintained a comprehensive project tracking system, resulting in a 20% increase in on-time project delivery
- Managed global Learning and Development programs for RBC Capital Markets group across its six business lines
- Monitored progress, identified and addressed risks, and managed changes to ensure project goals were met

### Project Specialist

Feb. 2022 - Mar. 2023

Harvard Business Publishing | Remote | Contract

- Collaboratively managed client relationships in the production of thought leader programs with Harvard Business faculty and program moderators to deliver online content for managers and new leaders with clients such as American Express, Oracle, Hilton, and Stryker
- Tracked and assessed participant progress with data and metric evaluations to optimize content engagement, program effectiveness, and leadership development through weekly data reports

### Social Studies Teacher

Sep. 2020 - May 2021

Charles DeWolf Middle School | Old Tappan, NJ | Full-Time

- Collaborated with colleagues to create interactive learning materials, including online quizzes and educational videos, that helped enhance student understanding of complex topics by 25%
- Implemented differentiated instruction strategies to meet the diverse learning needs of students, resulting in a 10% decrease in disciplinary issues and a 5% increase in student satisfaction surveys

## EDUCATION & CERTIFICATIONS

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**Bachelor of Arts** | History & Education | Montclair State University | 3.92 GPA

**Certified Associate in Project Management (CAPM)** | Project Management Institute

**Google Project Management Professional Certificate** | [Coursera](#)

## SKILLS

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Project Management | Deadline/Timeline Compliance | Requirement Gathering | Stakeholder Communication | Budget Management | Change Management | Task Prioritization | Team Leadership | Strategic Planning | Critical Thinking | Risk Mitigation | Problem Solving | Microsoft and Google Suite | SharePoint | One Drive | Confluence