Duane P. McLarty

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Project Manager | Cross-Functional Delivery | Operations, Events, Process Improvement

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Professional Summary

PMP-certified project professional with 9 years of experience leading cross-functional delivery across operations, events, process improvement, and stakeholder coordination in structured, deadline-driven environments. Proven track record driving project ownership, budget administration, compliance oversight, and executive reporting across corporate, public sector, and non-profit organizations. Skilled in leveraging Agile methodologies and structured project controls to streamline workflows, manage complex vendor ecosystems, and execute high-stakes organizational initiatives.

Core Competencies

- **Project & Operations Management:** Project Delivery, Cross-Functional Coordination, Workflow Optimization, Operations Execution, Process Improvement, Agile Methodologies, Records Management, Compliance & Policy Adherence
- **Event & Logistics Execution:** End-to-End Event Planning & Execution, Vendor/Venue/Hotel Sourcing, Transportation & Travel Logistics, AV Production Management, Inventory Management, Response Tracking
- **Stakeholder & Financial Controls:** Stakeholder Engagement, Executive Support & Calendar Coordination, Budget Tracking & Financial Accuracy, Expense Management, Contract & Vendor Management, Status Reporting & Documentation

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Professional Experience

Citi — Event Marketing Project Coordinator (Project & Operations Coordinator)

September 2025 – Present

- Direct end-to-end event project management and operational execution for high-visibility corporate initiatives from initial concept through post-event reconciliation.
- Partner with Human Resources and Learning & Development teams to deliver cost-efficient learning and development programs aligned with enterprise objectives.

- Oversee comprehensive procurement, venue/hotel sourcing, and vendor contract negotiations, managing AV production crews and external service providers across diverse delivery formats.
- Maintain rigorous adherence to Citi compliance standards, governance frameworks, and internal financial policies, ensuring audit readiness and accounting precision.
- Administer project budgets, process executive expense allocations, and track resource spending to maintain strict fiscal discipline.
- Direct multi-channel scheduling, master calendar coordination, travel logistics, and transportation schedules for executives and key program participants.
- Author executive-ready deliverables, including comprehensive presentation decks, event briefing documents, weekly project milestone reports, and post-event summary reports.
- Implement structured tracking mechanisms, including live attendee response trackers and asset inventory logs, to optimize operational readiness and cross-functional visibility.

PSGCNJ — Marketing Committee Coordinator

January 2024 – Present

- Facilitate weekly cross-functional governance and planning meetings focused on community engagement, brand awareness, and membership growth.
- Analyze event performance metrics and participant data to identify operational bottlenecks and drive systematic process improvements.
- Develop and implement corporate marketing strategies, standardized messaging frameworks, and outreach governance for job-seeking professionals.

Baltimore City Public Schools — Temporary Professional II

January 2024 – July 2024

- Architected and implemented standardized indexing protocols across departmental document repositories to accelerate record retrieval and audit efficiency.
- Designed detailed workflow process diagrams to eliminate procedural redundancies, significantly reducing administrative processing cycle times.
- Delivered high-quality customer and operational support to diverse district stakeholders, resolving escalated inquiries with speed and precision.

American Fuel & Petrochemical Manufacturers — Senior Associate

February 2022 – May 2023

- Managed logistics, programming schedules, vendor relationships, and on-site operations for high-profile national association conferences.
- Directed podcast production schedules and digital distribution channels, driving measurable increases in audience engagement and brand visibility.
- Spearheaded the development and cross-functional rollout of an interactive online membership platform serving over 500 active industry members.

Chenega Corporation / SEC — Executive Assistant

June 2021 – December 2021

- Provided high-level administrative management and project support within the Securities and Exchange Commission, strictly safeguarding confidential and non-public information.
- Enforced compliance guidelines across agency document distribution, file retention schedules, official correspondence, and executive meeting agendas.
- Coordinated inter-agency briefings, calendar prioritization, and cross-divisional communications for leadership staff.

Workforce Resources / U.S. Commodity Futures Trading Commission — Executive Assistant

January 2017 – August 2020

- Managed daily administrative operations, executive meeting schedules, and high-priority divisional deliverables within a federal regulatory environment.
- Maintained oversight and budget administration for operational allocations exceeding $1,000,000, tracking expenditures to ensure full compliance with federal procurement standards.
- Coordinated complex end-to-end travel logistics, itineraries, and voucher reconciliations for over 100 agency personnel.

Hire Strategy / U.S. House of Representatives — Project Coordinator

October 2014 – May 2016

- Coordinated congressional office projects and administrative workflows to enhance legislative efficiency and service delivery.
- Established standardized project reporting systems to track correspondence turnaround times, improve operational transparency, and strengthen team accountability.

Education

- **Bachelor of Science in Political Science** — Howard University
- **Applied Politics Certification** — George Washington University

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Certifications

- **Project Management Professional (PMP)** — Project Management Institute (PMI), 2024
- **Certified ScrumMaster (CSM)** — Scrum Alliance, 2023