

Joanna Futral

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[LinkedIn Profile](#) • Brooklyn, NY

Project Management

Certified Project Management Professional (PMP) with over ten years of leading high-value, mission-driven programs and content initiatives across education, nonprofit, and creative industries. Proven track record delivering complex, multi-stakeholder projects on time and on budget while providing exceptional client service and transparent reporting. Adept at managing cross-functional teams, third-party vendors, contracts, and budgets to produce engaging digital, educational, and live content at scale. Passionate about storytelling, audience engagement, and producing content with global reach and impact.

Areas of Expertise

- Strategic Planning & Execution
- Project Lifecycle Management
- Stakeholder & Community Engagement
- Client Relationship Management
- Risk Assessment & Mitigation
- Program Budgeting & Financial Reporting
- Resource Allocation & Optimization
- Social Impact & Community Programs
- Contract Negotiation & Compliance

Professional Experience

Harvard Medical School, Boston, MA

Nov 2024 — Jan 2026

Project Manager (*Remote*)

Lead multiple large-scale educational content initiatives from discovery through launch, supporting a global audience of corporate learners, healthcare professionals, and consumers.

- Serve as project lead for a growing portfolio of digital learning products, managing timelines, budgets, deliverables, approvals, and risk mitigation from pre-production through launch.
- Act as a primary point of contact across internal and external stakeholders, facilitating regular status updates, action tracking, and executive-level reporting.
- Collaborate cross-functionally with faculty, product managers, creative teams, SMEs, technologists, and operations to ensure content aligns with strategic goals and audience needs.
- Develop detailed project plans and production schedules, ensuring on-time, within-budget delivery of multi-format content.
- Standardize workflows and documentation, improving production efficiency, compliance, and cross-team visibility.
- Maintain reporting dashboards and weekly status reports to monitor progress, risks, and performance indicators.

Chautauqua Institution, Chautauqua, NY

Jun 2024 — Nov 2024

Project Consultant (*Remote*)

Delivered operational and financial project leadership for a large-scale cultural institution serving over 100,000 annual attendees.

- Led implementation of a comprehensive housing and hospitality strategy supporting large-scale live programming and festival operations.
- Created financial tracking systems to monitor revenue, expenses, and budgets across multiple programs, ensuring accuracy and compliance.
- Built Power BI dashboards analyzing occupancy and performance trends to guide data-driven decision-making.
- Automated contracts, scheduling, approvals, and payment workflows using Microsoft Power Automate, reducing risk and increasing operational efficiency.
- Managed relationships with third-party vendors and community partners to expand capacity and improve service delivery.

Contract Manager and Booking Representative (Hybrid)

Managed contracts and high-value engagements for mid-sized creative companies and institutional partners.

- Oversaw around \$1M annually in contracts, ensuring timely negotiation, execution, approvals, compliance, and payment reconciliation.
- Served as liaison between artists, institutions, universities, and venues, strengthening long-term partnerships.
- Managed vendor paperwork, insurance, tax documentation, and regulatory compliance.
- Automated contract workflows using Salesforce, improving data accuracy and turnaround times.
- Coordinated large-scale annual industry events with over 200 stakeholders in attendance.

The Lovelies, New York, NY

2013 — 2023

Co-Director and Co-Founder (Hybrid)

Co-led strategy, operations, fundraising, and content programming for a community-focused arts organization with national partnerships.

- Directed organizational strategy, financial management, and long-term planning for a mission-driven creative organization.
- Managed fundraising campaigns, donor relationships, and compliance, ensuring transparent financial reporting and sustainable growth.
- Produced workshops, live events, and educational programming in partnership with leading cultural institutions.
- Oversaw contracts, schedules, and production logistics for multiple concurrent programs.

Dance in Bushwick, Brooklyn, NY

2018 — 2021

Project Manager and Founder (Hybrid)

Led program and production of recurring multi-stakeholder neighborhood arts programs supporting emerging talent.

- Oversaw production of 10 annual local events, supporting the growth and visibility of over 50 artists yearly. Facilitated the residency application process, including panelist meetings and contract finalization.
- Secured grant funding, overseeing grant reporting, compliance, and stakeholder communication.
- Built strong community partnerships and managed site logistics to ensure successful program execution.

Additional Experience

Independent Math Tutor, 2013 - 2021

Educational Director and Tutor, K-12th grade (Hybrid)

- Developed personalized educational plans for 10-15 students at a time, maintaining academic records and reporting outcomes to families.
- Expanded client base through SEO and email marketing, increasing business sustainability.
- Adapted Mathnasium frameworks into custom learning pathways to improve academic performance.

Education

Bachelor of Science (BSc), Applied Mathematics, Georgia Institute of Technology, Atlanta, GA

Dean's List for four-years and HOPE, Jack Phinizy, AKA, and Watson Brown Scholarships

Certification

Project Manager Professional (PMP) Certification - Project Management Institute, 2022 - 2028

Technical Proficiencies

monday.com, Salesforce, iWork, Google Workspace, Microsoft 365 (including Sharepoint Sites, Lists, Power Automate, Power BI), Slack, Zoom, and Adobe Acrobat.