

# Elena Pirondini

37 Gramercy Park East, Apt. 1A New York, NY 10003, USA  
Email: [epirondini@mba2002.hbs.edu](mailto:epirondini@mba2002.hbs.edu)

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## Profile

Professional with over 16 years of experience in coordination and project management in the private and public sector, in very international and diverse contexts. Looking for an opportunity to capitalize on the experience so far acquired and transition into a new and exciting career chapter.

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## Experience

**UNITED NATIONS** New York, USA

January 2005 - Present

**Project Coordinator** (*May 2012-Present*), UNFPA

Responsible for the coordination of the largest UN programme on reproductive health. Key responsibilities:

- Project management: resource planning and allocation, grantees selection, and global programme coordination.
- Monitoring and reporting: definition of key performance indicators to track programme results and development of reports targeting different stakeholders.
- Donor relationships: development and implementation of targeted fundraising strategies, relationship management and donor reporting.
- Development of partnerships with governments, private sector companies, foundations and global fora (World Economic Forum, Clinton Global Initiative, etc.).
- Coordination of media, communications and special events to raise the programme visibility.

**Special Assistant to the Deputy Executive Director** (*August 2009 – May 2012*), UNFPA

Right hand to the Deputy Executive Director (DED) of the United Nations Population Fund. Key responsibilities:

- Provision of strategic advice on key management/operational issues (human resources, finance, ICT).
- Management of change management initiatives to increase operational effectiveness and efficiency.
- Represent and act as spokesperson for the Deputy Executive Director vis-à-vis all internal and external stakeholders (UN Member States, donors and others).

**Change Management Specialist** (*January 2005 – August 2009*), UNFPA and UNOPS

Supported the Executive Directors of two UN agencies on organizational restructuring. Key responsibilities:

- Coordination of the change management processes to transition from the as-is to the to-be.
- Development and implementation of a communication plan to support the reorganization.
- Act as spokesperson on the reorganization vis-à-vis all key internal and external stakeholders.

**SAN FRANCISCO OPERA** San Francisco, USA

MBA Summer Internship, May – August 2001

- Responsible to develop a Fundraising Strategy for the Opera, aimed at broadening the donors base.

**A.T.KEARNEY - MANAGEMENT CONSULTANTS** Milan, Italy

April 1997–December 2004

**Senior Associate**

Consulted with Senior Management in different industries on Strategy and Organizational Transformation.

- Key functions: analysis, recommendations development and implementation, project management.
- Examples of key projects: development of Business Plans, implementation of the reorganization of large companies (banks, telecom companies), review of processes to improve operational efficiency and effectiveness.

**THE FORD FOUNDATION** New York, USA

Internship, June – December 1996

- Supported the development of a new Communication Strategy for the Foundation.
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## Education

- **HARVARD BUSINESS SCHOOL** Boston, USA – Master in Business Administration, 2002
  - **NEW YORK UNIVERSITY** – Special Programme on Management of Non Profit-Organizations (full-grant scholarship awarded by Fondazione Cariplo), 1996
  - **BOCCONI UNIVERSITY** Milano, Italy – Bachelor in Business Administration 110/110 *summa cum laude*, 1996
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## Languages

Italian (mother tongue), English (fluent), French (working level)