

ALESSIA BLANCO
Park Ridge, NJ
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EXPERIENCE

EVERSANA INTOUCH ENGAGE

Account Supervisor

February 2022 – Present

- Manages client expectations towards project deliverables being on time, within budget and strategy scope
- Confidently executes client requests according to strategic objectives as well as intuitively understands and delivers beyond the request, knowing what the client needs
- Understands when to delegate, elevate or involve others to ensure deliverables meet goals and expectations
- Manages finances and all billing along with managing delivery to the SOW
- Provide clear direction to the team to ensure deliverables are met in a timely fashion
- Understands and manages Veeva submission process to ensure pieces are submitted on time and client expectations and deadlines are met

Health and Wellness Partners, LLC, Upper Saddle River NJ

July 2018 – February 2022

Associate Program Director (January 2022 – February 2022)

- Understood client needs and developed Scope of Work and assure all actions are completed on time and within budget
- Monitored and tracked budget accordingly to ensure successful completion and notification to client of variances if any
- Assured all aspects of project status are communicated as needed, including ongoing contact with client, and served as liaison between HWP and client
- Managed day-to-day client requests including proper dissemination to appropriate team members and timely acknowledgment and response

Senior Program Manager (January 2020 – December 2021)

- Managed portal and database organization, ensuring all current speaker bureau information, program slide decks, and program components are accurate and up to date
- Client point of contact for all queries relating to speakers on speaker bureau
- Collaboratively work with editorial team to develop program components such as Field/Speaker Bureau Memos, PDF invitations, Rep Triggered emails, etc. and meet CRC submission deadlines

Program Manager (January 2019 – January 2020)

- Independently executed all aspects of speakers' bureau items assuring timely completion of all tasks and projects assigned such as contracting and re-contracting
- Managed virtual program execution to HCP audience to ensure seamless client and audience experience and increase clinical awareness of commercial stage pharmaceuticals

Program Coordinator (July 2018 – January 2019)

- Worked in conjunction with Program Manager and Program Director on Speaker engagement, Speaker contracting, Product Theaters, Speaker Training, and virtual series projects.
- Participated in client status meetings including coordinating and scheduling internal and external status reports and meetings and circulating status and contact reports internally and externally

SKILLS

Soft skills: transparent communication, delegation, leadership, collaborative teamwork, the ability to multitask, assertiveness, problem-solving and proactive thinking

Hard skills: proficiency in Microsoft Office, Access, and Veeva

EDUCATION

Quinnipiac University, School of Communications, Hamden, CT

September 2013– May 2017

Bachelor of Arts; Major: Public Relations, Minor: Management

Study Abroad: Florence, Italy Fall 2015

Lambda Pi Eta Honor Society Member