

Duane McLarty

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SUMMARY

Project Coordinator with experience supporting cross-functional corporate teams through structured project execution, operational support, and financial tracking. Strong background in coordinating schedules, documentation, vendors, and budgets while operating in fast-paced, matrixed environments. Brings a process-driven mindset with a focus on clarity, accountability, and delivery.

WORK EXPERIENCE

Citi

NY

Project Support Coordinator

Sep 2025 - Present

- Project Support Coordinator – Global Marketing Operations (via Aramark at Citi)
- New York, NY | Nov 2025 – Present
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- Project support coordinator providing operational, financial, and administrative support across multiple concurrent initiatives for a global corporate marketing organization.
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- Provide day-to-day project coordination support across multiple initiatives, ensuring timelines, deliverables, and dependencies are tracked and communicated effectively.
- Support project leads and managers with calendar management, meeting coordination, and follow-up on action items across cross-functional stakeholders.
- Assist with budget tracking, expense reporting, invoice processing, and reconciliation, ensuring accuracy and compliance with internal controls.
- Coordinate with internal teams and external vendors to source quotes, confirm availability, and support procurement and logistics needs.
- Maintain project documentation, trackers, and status updates, contributing to improved visibility and execution consistency.
- Support operational logistics including materials management, inventory tracking, storage coordination, and on-site setup support when required.
- Assist team members across concurrent projects, adapting to shifting priorities in a fast-paced corporate environment.
- Collaborate with IT and Operations teams to support onboarding, system access, and tool readiness.

PSGCNJ

Somerset, NJ

Marketing Committee Coordinator

Jan 2024 - Present

- Plan and facilitate effective weekly meetings focused on engagement, support, learning, and growth.
- Analyze event performance issues, identifying actionable plans to drive process improvement.
- Establish corporate marketing strategies and organizational governance for job seekers.
- Collaborated with marketing colleagues to draft a new value proposition statement and marketing collateral

Baltimore City Public Schools

Baltimore, MD

Temporary Professional II

Jan 2024 - Jul 2024

- Implement innovative indexing methods in Scribbles and SharePoint to enhance record retrieval efficiency.
- Design and maintain complex workflow diagrams and tracking systems to reduce record processing time.
- Provide exceptional customer support, achieving high satisfaction ratings from stakeholders.

American Fuel & Petrochemical Manufacturers (AFPM)

Washington D.C.

Senior Associate Technical & Safety Programs

Feb 2022 - May 2023

- Orchestrated logistics for national events, effectively coordinating with speakers to ensure seamless event execution.
- Increased podcast listener engagement by 20% by researching and implementing a new private distribution system.
- Led the development of an online membership platform, improving the management of information for a network of over 500 members.

Chenega Corporation / Securities and Exchange Commission (SEC)

Washington D.C.

Executive Assistant

Jun 2021 - Dec 2021

- Crafted and scrutinized official documents to ensure compliance with legal and regulatory requirements.
- Managed the assembly of meeting agendas and streamlined the dissemination of relevant information to enhance operational efficiency.

Workforce Resources / U.S. Commodity Futures Trading Commission

Washington D.C.

Division of Clearing and Risk

Executive Assistant

Jan 2017 - Aug 2020

- Facilitated the coordination of over 50 executive meetings, providing comprehensive communication and logistical support to enhance senior management operations.
- Maintained financial integrity by managing a budget of over \$1 million, ensuring compliance and accuracy in financial reporting.
- Arranged and managed travel logistics for over 100 employees, delivering a 95% success rate in meeting time and budget constraints.

Hire Strategy / U.S. House of Representatives, Office of Logistics & Support

Washington D.C.

Project Coordinator / Senior Administrative Assistant

Oct 2014 - May 2016

- Managed multiple projects, ensuring adherence to deadlines and budgets, resulting in enhanced operational efficiency and timely project delivery.
- Developed a weekly reporting system that improved accountability and increased customer satisfaction by 5%.
- Revised policy and procedure guidelines, reducing transition request processing time by 10%, thereby improving operational workflows.

EDUCATION

Howard University

Washington DC

BS, Political Science

George Washington University

Washington DC

Applied Politics Certification

CERTIFICATIONS

Project Management Professional (PMP)®, PMI

2024

Certified Scrum Master (CSM), Scrum Alliance

2023

SKILLS

Records Management • Workflow Optimization • Scribbles • SharePoint • Microsoft Office Suite • Project Management Tools • Agile Methodologies • Agile Leadership • Program Coordination • Meeting Facilitation • Stakeholder Management • Effective Communication • Interpersonal Skills • Customer Service • Research and Analysis • Event Planning • Budget Management • Travel Coordination • Database Management • Project Planning • Risk Management • Problem Solving • Stakeholder Engagement • Quality Control • Budgeting • Communication • Team Leadership • Time Management • Project Planning and Development • Agile and Scrum Methodologies • Problem-Solving • Leadership • Technical Proficiency • Negotiation • Conflict Resolution