Dianne O’Connell

Sr. Project Manager | Operations & Compliance Leader

# Professional Experience

## Autura– Director, Project Management, Compliance – (Remote/Work from Home) January 2023 – Present

* FY 24: Championed the redesign of HR operational architecture, creating standardized workflows for onboarding and compliance, reducing employee turnover by 20% within six months.
* Developed comprehensive project plans, including detailed schedules and resource allocation strategies, ensuring efficient resource management and on-time project delivery; combined robust project planning methodologies to mitigate potential risks and delays.
* Led talent acquisition improvements, increasing the qualified applicant pool by 25% and cutting time-to-fill by 15 days.
* Spearheaded project management workflow automation, improving project efficiency by 30% and cutting completion times by 45%.
* FY 23: Assessed HRIS systems and introduced a new provider, saving $750K annually, leading a seamless transition from Oasis-Paychex to TriNet.
* Streamlined compliance efforts, including SOC-2 certification, reducing compliance risks by 40%.
* Enhanced operations and boosted efficiency by 20% during the Traxero merger, ensuring seamless cultural and operational integration as the company doubled in size.

## Autura – Director, Project Management– (Remote/Work from Home) November 2022 – December 2023

* United cross-functional teams to launch four strategic SaaS initiatives, navigating complex regulatory landscapes and securing 100% compliance with evolving data privacy regulations within the 2023 fiscal year
* Delivered the Autura rebrand within 4 months, achieving 100% completion of tasks and ensuring a unified brand presence across all social media channels, measured weekly.
* Drove the shift of major accounts from B2G to SaaS, securing $5.4M in new contracts via successful RFPs.
* Created an RFP Repository, accelerating proposal preparation by 30% and increasing the win rate by 40%.
* Led legacy migration to ARIES Towing Management System, reducing client onboarding time by 15% while maintaining a 98% on-time delivery rate.

## Greystar – Community Project Manager–November 2021–October 2022

* Supervised the construction and lease-up of a 132-unit luxury student housing development, achieving 97-100% occupancy in a competitive market.
* Optimized project workflows and improved timelines by 15% and reduced vendor errors by 22% using Bluebeam and Procore.
* Implemented cost-saving strategies, reducing maintenance costs by 20% and enhancing project financial efficiency.
* Delivered comprehensive action plans and construction reports, achieving 100% alignment with ownership goals and ensuring seamless execution of property development initiatives.

## Claremont Companies – Senior Property/Project Manager, October 2016 - October 2021

* Led compliance efforts for 40-B certification, achieving 100% on-time file submissions and perfect annual audit scores.
* Spearheaded a large-scale heat coil remediation project, saving $1,800 per unit annually through innovative water treatment solutions.
* Guided a multi-million-dollar refinance project for a 289-unit residential complex, transitioning from conventional to HUD loans for long- term financial sustainability.

# Additional Experience & Core Skills

**Owner/Operator** of **DOC Management, LLC**, specializing in property management, condo development, and real estate investing.

**Core Skills**: Project Management | Compliance & Risk Management | Budgeting & Cost Control | Cross-Functional Leadership | SaaS & HRIS Implementations | Strategic Partnerships | Talent Acquisition & HR Operations | Contract Negotiations | Stakeholder Management | Process Improvement

**Technical Proficiencies**: Jira, Asana, Monday.com, Salesforce, SharePoint, TriNet, Procore, Bluebeam, Yardi, Greenhouse, M365, Slack, Zoom, Air Table, Slack, Confluence, Service Now, Wrike, Miro, OneSite, Rent Café, Ops, ILM, SharePoint Admin, Generative-AI

# Education and Certifications

**B.S., Business Administration– Business Management – St. Joseph’s College Licensed Real Estate Salesperson** (Since 2012)

**Graduate Certificate in Real Estate Investments**–Harvard Extension School, 2022

**PMP Certification and CAPM Certification** (PMI Institute, valid through November 2027)

# Professional Affiliations & Credentials

**Salvation Army**: Greater Boston Advisory Board Member (GBAB)

**Dianne O'Connell – LinkedIn**