



**BUSINESS CONSULTING. PROJECT MANAGEMENT. EXECUTIVE SUPPORT.**

#### INFO

📍 New York City

📞 718.873.5774

✉️ [elisa@elisatursi.com](mailto:elisa@elisatursi.com)

🌐 [www.linkedin.com/in/elisatursi](http://www.linkedin.com/in/elisatursi)

🏠 [www.elisatursi.com](http://www.elisatursi.com)

#### EDUCATION

**The City University of New York,  
1998-2000, 2002-2003**

#### REFERENCES

**Available Upon Request.**

#### ABOUT ME

I have over 15 years of experience managing complex projects from concept to completion. My ability to improve overall processes and engage cross-functional teams has proven beneficial in managing celebrity events and product launches, as well as retail renovations. With a background that includes C-Level Executive support, my strong attention to detail and ability to manage multiple assignments has enabled me to consistently exceed corporate objectives and client expectations

#### SKILLS

- ✓ **HIGH ATTENTION TO DETAIL, STRONG ORGANIZATIONAL SKILLS,  
EXCELLENT WRITTEN AND VERBAL COMMUNICATION**
- ✓ **SUPERIOR CUSTOMER SERVICE, TEAM-BUILDING, STAFF DEVELOPMENT,  
EMPLOYEE RELATIONS/MITIGATION**
- ✓ **STRATEGIC PLANNING/CONCEPT DEVELOPMENT FOR HIGH-PROFILE  
CLIENTELE AND RETAIL LAUNCHES**

#### EXPERIENCE

2017 - PRESENT

##### **The Miskin Group.**

Contracted by the CEO to manage celebrity and VIP product launches and events, maintaining confidentiality. Coordinate projects alongside senior executives and A-list clients for high-profile event launches. Manage client events through all stages of development, including conceptual design, edits, installation and launch.

- Secure collateral, staff and graphic designs for marketing initiatives, events and retail launches
- Engage cross-functional teams of vendors, designers and executives towards shared common vision
- Manage company budget, expenses and payables, as well as data management for company projects
- Serve as executive assistant to CEO, managing calendars, domestic/international travel and hiring
- Manage day-to-day of client's business after opening, including employee hours, expenses and inventory
- Generate reports to the client with company progress and maintain pro forma budget and AP
- Prepare tailored presentations to capture new clientele
- Customer service training and application

2015 - 2017

**The Lightstone Group.**

Worked alongside C-Level Executives to ensure design efforts for Artegon Marketplace in Orlando, FL were completed successfully. Managed project vendors, grand opening event, celebrity appearances and large-scale amenity installations. Coordinated landlord-tenant matters as well as property liquidation.

- Managed shop designs/construction projects, working with City of Orlando through inspections process
- Maintained Capital expense tracking, expense budgets and expense submittals for company
- Implemented inventory tracking system for all fixtures and amenities installed throughout property
- Managed day to day office operations, including personnel management, tenant meetings and vendors
- Created employee handbook and monthly newsletter, distributed throughout corporation
- Led team of 6 designers, ensuring initiatives were aligned with overall company vision and budget.

2014 - 2015

**BUSINESS CONSULTANT.**

Managed installation projects, software and IT updates and book keeping/invoicing processes for several different companies on a contracted basis. Ensured projects were completed with the utmost attention to detail, communicating with cross-functional teams to ensure a seamless execution.

- Managed retail design projects, communicating with vendors and mall properties to ensure timely install
- Sourced and designed company website, updating company branding for industry launch
- Updated and introduced computer software for internal company records, trained staff on system
- Revised company bookkeeping, invoicing and communications, trained staff on new processes
- Migrated invoicing to new software platform, improving overall office processes

2003 - 2013

**General Growth Properties.**

Worked with Director of Visual Presentation and Design and C-Level Executives to oversee revenue-generating renovation projects for 125 retail centers across the US. Managed \$2.6 - 4.2M budgets annually, as well as project timelines, maintaining daily communication with each center to coordinate cross-functional teams.

**PROGRAM COORDINATOR.**

- Maintained capital projects for departments, ensuring project expenses aligned with allotted budgets
- Coordinated RMU installations for 12-15 properties annually, as well as major renovation/design projects
- Served as company liaison with third party manufacturers for RMU's, kiosks, play areas and holiday sets
- Managed NYC corporate office and day-to-day operations
- Worked alongside CEO as a personal assistant, as well as corporate and philanthropic events

**EXECUTIVE ASSISTANT.**

Coordinated projects/administrative support for the VP of Asset Management, Business Development, Visual Presentation & Design and Staten Island Mall General Manager. Managed daily operations, contract & report generation, expenses, schedules and personnel. Recognized for successful project management capabilities through promotion.

**ADMINISTRATIVE ASSISTANT (CORPORATE).**

Provided comprehensive support for New York Corporate office, assisting Senior Level Executives and Field Management teams throughout region. Processed reports and contracts, as well as scheduled meetings and travel for Directors. Promoted due to ability to manage multiple high-priority projects.

**ADMINISTRATIVE ASSISTANT (FIELD).**

Promoted to Administrative Assistant from Intern, providing administrative support to staff of 15, including the General Manager, Associate General Manager and Operations Director. Handled AR/AP as well as various marketing assignments and events. Promoted to corporate office.

2001 - 2003

**BOOK KEEPER. Ridge Produce.**

Managed AP/AR, invoicing and billing for company, with the utmost attention to detail.