

Enrica Quartini

Profile

Dynamic and experienced Project Manager with over 10 years of experience managing complex, multi-stakeholder international projects. Proven expertise in project planning, budget management, and stakeholder coordination, with a strong background in youth participation initiatives, capacity building, and collaboration across international teams. Skilled in delivering projects on time and within budget while ensuring quality and alignment with organizational goals. **Fluent in English** and Italian.

Key skills

- **Project Monitoring and Evaluation:** Experience in tracking project progress, analyzing deliverables, and ensuring alignment with timelines and objectives to meet quality standards.
- **Risk Management:** Identifying project risks, developing mitigation strategies, and implementing corrective actions to ensure seamless execution.
- **Stakeholder Communication:** Proven ability to engage with diverse teams, ensuring clear communication and collaboration to achieve project milestones.
- **Financial and Narrative Reporting:** Expertise in preparing reports and managing budgets in compliance with donor or organizational requirements.
- **Mentoring and Youth Engagement Initiatives:** Experience leading educational outreach programs and fostering youth participation in collaborative projects.

Key Expertise

Project Management: Extensive experience in managing all phases of project cycles, from planning to execution and monitoring. Skilled in budget administration, overseeing contracts, and managing procurement processes to ensure projects are delivered on time and within scope. Experienced in collaborating with international stakeholders, including governmental agencies, to coordinate complex, multi-partner initiatives. Proven ability to assess project scope, allocate resources effectively, and track progress to ensure alignment with goals and donor requirements.

Scheduling and Programming: Proficient in utilizing project management tools and methodologies to develop and update schedules, ensuring alignment with project milestones and critical paths.

Communication & Collaboration: Multiple years of experience communicating complex topics effectively to audiences of diverse backgrounds. Demonstrated success in representing projects to international agencies, government entities, and external partners. Skilled in developing and delivering comprehensive technical and narrative reports to funding bodies. Experienced in designing and implementing youth-focused initiatives, with a focus on inclusion and empowering participation in decision-making processes.

Operational Leadership: Directed and managed 12+ large-scale field missions in extreme environments such as Antarctica and the Arctic, overseeing logistics, team coordination, and safety protocols. Fostered collaboration among multidisciplinary, international teams to achieve project goals in high-pressure and dynamic situations. Developed risk assessments and mitigation strategies to improve operational safety, resource optimization, and project efficiency.

Relevant Professional Experience

Project Manager, Cornell University, Ithaca, NY | 2021 – Present

Managed multi-institutional projects with a focus on on-time delivery and budget management. Coordinated cross-functional teams, ensuring seamless collaboration between engineering, finance, and operations.

Lab and Field Manager, Georgia Institute of Technology, Atlanta, GA | 2019 – 2021

Led project execution in challenging operational environments, managing logistics, budgets, and personnel. Implemented risk assessment protocols, reducing delays and improving operational safety.

Polar Research Coordinator, University of Texas Institute for Geophysics, Austin, TX | 2018 – 2019

Coordinated the delivery of multi-stakeholder projects, managing resources, schedules, and international logistics. Oversaw financial reporting and procurement processes to ensure compliance with contracts.

Education

PhD Geophysics, University of Texas at Austin, Institute for Geophysics, USA 2011 - 2018

MS Geological Sciences, Università di Bologna, IT 2008 - 2011

BS Geological Sciences, Università di Bologna, IT 2005 - 2008

Additional Certifications

- **Mini-MBA Certificate**, International Business Management Institute 2024
- **Project Management Certificate**, Cornell University 2024
- **Psychology of Leadership Certificate**, Cornell University 2023
- **Organizational Improvement Certificate**, University of Texas 2018

Technical Skills

- **Project Management & Collaboration Tools**: Asana, Trello, Kanban, Slack, Zoom.
- **Document Management & File Sharing**: Google Workspace, Microsoft Office, Overleaf, Dropbox.
- **Reporting & Analysis**: Excel, PowerPoint, GIS, Python libraries, JupyterLab

Volunteer and Outreach

- Organized fundraising for **Maglio Averoldi Restoration Project** (2024).
- Food distribution volunteer, **Second Helpings Atlanta** (2021).
- Event Supervisor, **Science Olympiad National Competitions** (2014 – 2022).

Publications

Please refer to my [Google Scholar page](#)  for the comprehensive list

References Available on Request

Prof. Britney Schmidt, Associate Professor of Astronomy & Earth and Atmospheric Sciences, Cornell Univ.
britneys@cornell.edu

Dr. Duncan Young, Research Associate Professor, University of Texas Institute for Geophysics
duncan@ig.utexas.edu

Dr. Jamin Greenbaum, Researcher, Scripps Oceanography, University of California
jsg@ucsd.edu

Interests

- Damascus Steel Forging
- Rifle Target Shooting
- Coding
- Historical and Science Literature