MELANIE ANNE CREMONA

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Summary

Senior Project Manager and Oxford Graduate in Public Policy with 12+ years' experience leading £20M+ complex and high-stakes, cross-functional initiatives within global, matrixed organisations including Thomson Reuters and BBC. Proven track record translating strategic objectives into actionable enterprise-level project portfolios, establishing governance frameworks, and driving delivery across multiple workstreams and stakeholders. Highly experienced in executive stakeholder management, risk mitigation, and operating at the intersection of strategy, transformation, and execution in fast-paced environments.

Skills

Enterprise Project Delivery & Management (Waterfall, Agile & Hybrid) | Strategic Planning | Cross-functional Leadership | Senior Stakeholder Management | Portfolio & Roadmap Planning | Administration | Executive Communications | Process Improvement & Optimisation | Budget Forecasting | Strategic Problem Solving | Multi-Workstream Delivery | Risk Mitigation & Contingency Planning | Governance & Reporting

Key Achievements

- **Delivery in High-Ambiguity Environments:** Delivered 25+ high-stakes donor-funded programmes across 35 countries, managing £30M+ portfolios end-to-end in politically sensitive, resource-constrained contexts.
- **High-Performing Team Leadership:** Built and led multidisciplinary teams that achieved ~70% improvements in on-time delivery and output quality, while embedding coaching and wellbeing support under sustained pressure.
- **Scalable Delivery & Organisational Impact:** Grew audience reach by 80%, strengthening newsroom resilience and leadership capacity, and supported advocacy contributing to the release of 4 detained journalists.
- **Business Development & Senior Stakeholder Influence:** Acted as primary point of accountability for senior internal and external stakeholders, balancing competing priorities, managing ambiguity, and driving consensus across functions.
- **Operational Excellence & Process Improvement:** Re-engineered cross-functional workflows (legal, operations, finance), cutting decision-making cycles by 50% and improving operational efficiency by 70%.

Education

University of Oxford — **Oxford, UK**
Master's in Public Policy – Blavatnik School of Government (Full Scholarship) — Sep 2019 - Oct 2020

Fordham University — **Geneva, CHE**
Graduate Diploma in Humanitarian Assistance – Distinction (Full Scholarship) — Feb 2015

University of Copenhagen — **Copenhagen, DNK**
Bachelor's in Sociology – Exchange Year — Aug 2013 - May 2014

University of Paris 7 – Paris Diderot — **Paris, FRA**
Bachelor's in Sociology – Distinction — Sep 2011 - Jul 2013

Professional Experience

Dow Jones — **London, UK**
Senior Project Manager: Global Business Operations — Aug 2026 - to date

Managing the day-to-day design and execution of strategic B2B and Risks & Compliance portfolios, supporting multiple teams

- Overseeing end-to-end programme operations, including governance frameworks (Charters, RAD Frameworks) and performance management (KPIs & milestones)
- Leading stakeholder alignment across 10+ cross-functional teams, streamlining communication and reducing delivery bottlenecks
- Anticipating and mitigating operational risks, safeguarding continuity in complex, high-risk environments
- Leveraging agile practices and analytical precision to remove operational friction and deliver data-backed insights that empower strategic decision-making

BBC Media Action — **London, UK**
Senior Project Manager: Global Media Development Team — Feb 2025 - Jul 2026

Managed the day-to-day design and execution of a £3M FCDO-funded, high-visibility and time-sensitive media development programme, supporting independent journalism across six conflict-affected countries (Peru, Ethiopia, Zambia, Sierra Leone, Indonesia, and Bangladesh) through partnerships with 25+ media organisations

- Oversaw end-to-end programme operations, including strategic frameworks (Theory of Change & logframes), performance management (KPIs & milestones), and delivery of external training for 200+ participants
- Led stakeholder alignment across donor and 20+ cross-functional teams (Finance, Research, Country Teams), streamlining communication and reducing delivery bottlenecks by 80%
- Anticipated and mitigated strategic and operational risks across six countries, safeguarding delivery continuity in complex, high-risk operating environments
- Produced and delivered quarterly donor reports and strategic communications, strengthening donor confidence and supporting funding decisions by translating complex data into clear, actionable insights
- Ensured 100% donor compliance by directing £3M programme budget, overseeing forecasting, cashflow, partner contracting and due diligence

Project Manager: Eastern Europe and Central Asia Team Jun 2023 - Jan 2025

Designed and led a £7M FCDO-funded capacity-building portfolio strengthening media freedom and journalist safety across Ukraine, Armenia, Georgia, and Moldova

- Delivered 100+ training activities in volatile environments; partnered with 25+ local organisations to scale content distribution, increasing reach among vulnerable audiences by 80%
- Coordinated grants, legal support, and safety training to 25+ media partners, enabling continued reporting under restrictive conditions
- Managed £7M budget including forecasting, accruals, and cash flow; led partner contracting and due diligence to ensure compliance and uninterrupted delivery

University of Oxford & United Nations, International Telecommunication Union (ITU) Apr 2022 - Jun 2023
Freelance Project Manager

- Designed and launched an outreach and communication strategy for the Blavatnik School of Government's new executive programme targeting 200+ diplomats and professionals
- Facilitated and coordinated the delivery of a joint UNESCO-Oxford higher-education programme across five African countries, managing end-to-end logistics and ensuring smooth cross-country implementation
- Led the design and delivery of a gender-equality training in Romania for 200+ women delegates at ITU's top policy-making conference, ensuring gender-responsive policy discussions in global ICT development

Thomson Reuters Foundation Oct 2020 - Mar 2022
Project Coordinator: Media Development & Editorial Team

Led £10 m+ multi-donor, multi-country portfolios across MENA and Southeast Asia, delivering capacity-building programmes for 200+ journalists with 15+ partners (Gates Foundation, EBRD, European Commission, Apple)

- Ensured 100% compliance across 10+ multi-country programmes, managing 100+ training activities

United Nations Educational, Scientific and Cultural Organization (UNESCO) **Paris, FRA**
Oxford Graduate Researcher, Summer Project Placement (remote) Jul - Sep 2020

- Researched, analysed, and compiled data for the implementation of educational projects for higher education institutions in six countries in Africa with a focus on gender inclusivity

United Nations Institute for Training and Research (UNITAR) **Geneva, CHE**
Project Manager: Division for Multilateral Diplomacy Sep 2015 - Jul 2019
Focal point: UN Assistant Secretary-General's Gender Policy Group & Innovation Task Force

Directed high-profile capacity-building projects, strategic partnerships, and international conferences, managing multi-stakeholder engagements with governments, multilaterals and private-sector partners, including ministers, senior officials and C-suite executives, with full end-to-end accountability

- Delivered high-profile conferences, including *The Geneva Lecture Series* featuring Nobel Peace Prize Laureates, Microsoft President, and UN Deputy High Commissioner, engaging 2,000+ participants
- Established 3 Master's degree programmes in governance and diplomacy with international universities (University of Geneva, MGIMO, Brandeis, ESA), attracting 400+ students and strengthening UN talent pipelines
- Designed UN system modules and increased graduate placement into international organisations, engaging Deputy Foreign Ministers, Ambassadors and UN Directors
- Advanced women's leadership capacity in public policy, delivering UN Women–led training to 400 female policymakers across four countries, strengthening negotiation and public-speaking capability
- Delivered diplomatic training to 300+ officials across Ministries of Foreign Affairs and the GCC, expanding regional training reach through partnerships with UN ESCWA

The Safety and Security Committee for Lebanon – Risk Management Training Platform for NGOs **Beirut, LBN**
Project Officer Apr - Aug 2015

- Coordinated safety and security training across high-risk locations, delivering programmes to aid workers supporting the Syria response, while liaising with international donors and managing financial records for donor-funded projects with 100% compliance

United Nations World Food Programme (WFP) **Amman, JOR**
Intern: Syria Regional Emergency Coordinator Office – Operational Information Management Unit Aug 2014 - Jan 2015

- Provided weekly analysis on regional situation and aid policy developments for Senior Management and Head Quarters by monitoring daily media of Syria, Jordan, Lebanon, Turkey, and Iraq

PEM Consult – International development consultancy **Copenhagen, DNK**
Intern Jan - May 2014

Fellowships

Schmidt Futures **London, UK**
International Strategy Forum Fellow, 2024 Jan - Dec 2024

Chatham House, Queen Elizabeth II Academy for Leadership in International Affairs Oct 2023 - Jun 2024
Leadership Masterclass Participant, Asfari Foundation Scholar (Full Scholarship)

Tools

Microsoft Office (Teams, Excel, Word, PowerPoint) | Google Workspace | Monday.com | Adobe | Salesforce | Mailchimp | Alchemer | Thomson Reuters Eikon | Asana | Jira | Slack