

MATTHEW B. ADELMAN

Melrose, MA | matt.b.adelman@gmail.com

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PROFESSIONAL SUMMARY

Strategic project and program leader with 20+ years of experience delivering complex, cross-functional initiatives in high-ambiguity environments. Known for structuring unclear problems, aligning stakeholders, and translating technical, operational, and financial complexity into actionable decisions. Proven track record managing integrated project portfolios and six-figure budgets with 100% variance accuracy and disciplined financial oversight. Combines analytical rigor with hands-on leadership to support high-stakes initiatives from concept through completion.

CORE CAPABILITIES

- Structured Problem Solving & Decision Support
 - Program & Project Leadership (End-to-End Delivery)
 - Financial Analysis, Budgeting & Forecasting
 - Stakeholder Alignment & Executive Communication
 - Risk Identification & Mitigation
 - Vendor & Contract Management
 - Process Improvement & Operational Efficiency
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PROFESSIONAL EXPERIENCE

Harvard University / American Repertory Theater | *Cambridge, MA*

Senior Technical Project Manager | *2013 – Present*

- Lead a portfolio of concurrent, high-priority initiatives in complex, fast-paced environments, bringing clarity to ambiguous problems and driving execution from planning through delivery.
- Break down complex projects into clear plans, workstreams, and decision frameworks to enable alignment and progress.
- Translate technical, operational, and financial data into clear insights supporting prioritization, investment decisions, and stakeholder alignment.
- Manage project and operating budgets exceeding \$500K, maintaining strong forecasting accuracy and disciplined cost control.
- Conduct feasibility studies and cost-benefit analyses to inform capital planning and infrastructure investments.
- Partner with senior stakeholders, technical teams, and external consultants to define scope, align priorities, and drive execution.
- Identify risks and dependencies early, implementing mitigation strategies to ensure consistent, on-time delivery.
- Delivered high-stakes technical execution and project closeout for complex infrastructure initiatives and commercial productions, including Broadway transfers such as *Waitress* and *Jagged Little Pill*.

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Emerson College / ArtsEmerson | *Boston, MA*

Project Technical and Operations Manager | 2010 – 2013

- Delivered multi-site infrastructure and operational projects across a complex, six-venue environment.
- Supported capital planning through financial analysis, feasibility assessments, and long-term investment evaluation.
- Coordinated cross-functional teams and external vendors to execute projects under tight timelines and evolving requirements.
- Maintained high system reliability through proactive planning, risk management, and operational oversight.

Project Coordinator / Freelance | *New York, NY*

Technical Project Lead | 2004 – 2010

- Executed high-complexity, time-sensitive projects requiring rapid decision-making and real-time coordination.
- Developed contingency plans and resolved emerging issues to maintain continuity in dynamic, high-pressure environments.

UC San Diego / La Jolla Playhouse | *La Jolla, CA*

Project Team Leader | 2002 – 2004

- Coordinated resources, scheduling, and cross-functional teams across multiple concurrent initiatives.
- Supported successful delivery of large-scale productions and educational programs.

EDUCATION & CERTIFICATIONS

- Project Management Professional (PMP), Candidate – Expected 2026
- Professional Scrum Master (PSM I)
- Google Project Management Certificate
- Universal Manager Training – Harvard Center for Workplace Development
- B.A., English – University of San Diego

TECHNICAL SKILLS

- **Project & Data Tools:** MS Project, Advanced Excel (analysis/reporting), Asana, Trello
- **Financial/Enterprise Systems:** SAP Concur, Jaggaer, PeopleSoft HCM, Oracle Analytics Server
- **Collaboration:** Slack, MS Teams
- **Technical/Design:** Vectorworks CAD

ADDITIONAL BACKGROUND

- Early career experience supporting high-pressure, live production environments requiring real-time problem solving and zero-failure execution.
- Culinary training at the French Culinary Institute (I.C.C.), emphasizing precision, teamwork, and performance under pressure.