



VICTORIA MUSSALLI

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PROFESSIONAL SUMMARY

Experienced Operations Manager with a background in project management, talent acquisition, and cybersecurity compliance across media and education industries. Demonstrated success in infrastructure management, project oversight from inception to completion, and relationship cultivation.

WORK EXPERIENCE

Long Ridge Equity Partners | New York, NY Sept 2018 – Present

People Operations Manager (Sept 2023 - present), Operations Support (July 2020 – Aug 2023), Receptionist/Office Assistant (Sept 2018 – June 2020)

- Led infrastructure improvement projects, including data migrations, office relocation, and compliance and IT department build-out
- Managed headcount growth from 12 to 31 FTE, including resource allocation for all firm hiring, and developed company culture initiatives to enhance employee engagement and retention
- Established strategic partnerships with DEI-focused recruitment agencies, increasing female representation by 15% and driving talent-acquisition strategies
- Designed proprietary materials and oversaw planning team for company offsite retreat and executive summit with 60+ C-Suite executives
- Communicated effectively with company stakeholders and third-party vendors, managing expectations, providing updates, and ensuring satisfaction with project deliverables

Voiceover | New York, NY June 2018 – Present

Professional Voice Actor

- Produced and edited high-quality recordings for diverse clients, notably Condé Nast, HMH, and Google Cloud, adhering to tight deadlines and actively listening and adapting when receiving notes

Marymount School | New York, NY Sept 2017 – Feb 2018

Producer & Co-Writer “The Divine 9”

- Conceptualized and managed the production of an original theatre show for K-12 schools, overseeing all aspects from script development to performance execution
- Oversaw the creation of all visual elements, including videos, interactive polls, and slideshows

Titmouse, Inc. | Los Angeles, CA Jan 2017 – May 2017

Production Intern

- Assisted in project management tasks for children’s animated show *Niko and the Sword of Light*, including coordinating talent paperwork and creating animation layouts

EDUCATION

Ithaca College | Ithaca, NY Aug 2014 – May 2017

- B.S. Television Radio with Spanish Minor, 3.9 GPA, summa cum laude

Google Project Management Professional Certificate March 2024 – April 2024

Terry Knickerbocker Studio (Meisner Conservatory) | Brooklyn, NY Sept 2018 – May 2020

SKILLS

Software | Adobe CC, MS Office, Google Suite, Notion, TriNet; **Languages** | Spanish (fluent)