

Chief of Staff with a strong track record in delivering strategic solutions, driving program excellence, and optimizing operations. Skilled in leveraging disruptive technologies, innovative product development, and cross-functional leadership to solve complex challenges. A dynamic leader committed to advancing organizational priorities, fostering collaboration, and achieving impactful results in high-pressure environments. Actively seeking Chief of Staff roles to lead strategic planning, operational efficiency, and cross-functional initiatives in innovative, growth-driven organizations.

CORE SKILLS AND KNOWLEDGE

Leadership & Execution	Strategic Planning & Decision-Making	Program & Project Management
Organizational Alignment & Efficiency	Remote Team & Stakeholder Management	Data Analytics & Optimization
OKRs, KPIs & Security Compliance	SaaS, B2B, Fortune 2000	Generative AI & Machine Learning
Cloud Platforms (AWS, GCP)	ML Tools & Application Design	Coding (Python, R, SQL)

EXPERIENCE

VECTICE, SAN FRANCISCO, CALIFORNIA

MAY 2021 – PRESENT

Chief of Staff and Business Analytics to CEO

- Led annual, quarterly, and ongoing strategic planning exercises in collaboration with executives and board members, coordinating priorities and follow-ups to increase focus by 20%, as measured by internal surveys.
- Introduced a weekly reporting cadence, utilizing Jira and Tableau to improve project visibility, reducing decision times by 25%, and boosting productivity by 20%, tracked via project management metrics.
- Spearheaded 10+ high-impact projects, including achieving SOC 2 compliance and releasing a GCP Marketplace integration, meeting all timelines and regulatory requirements using cloud-based solutions.
- Implemented a travel policy, integrating expense tracking systems to reduce compliance issues by 40% and save \$15K annually, calculated through violation tracking and year-over-year cost analysis.
- Authored integration proposals with Fortune 500 clients, driving a 25% increase in product adoption and securing two partnerships, measured via usage data and finalized agreements.
- Secured and managed \$1.4M in grants and loans, leveraging financial modeling to forecast budgets, allocate resources effectively, and accelerate R&D by 30%, reducing time-to-market, based on project timeline comparisons.
- Standardized reporting tools, implementing Tableau dashboards to increase KPI visibility by 50% and aligning cross-departmental processes, tracked through adoption rates and reporting improvements.
- Developed KPI dashboards and OKR systems, leveraging Python and SQL to track metrics and increase quarterly goal attainment by 20%, measured via completion rates and dashboard analytics.

IMPACT BUSINESS DEVELOPMENT CONSULTING LLC, NEW YORK CITY, NEW YORK

FEBRUARY 2021 – APRIL 2021

Marketing Analyst Intern

- Performed market and customer data analysis to derive insight and develop tailored marketing strategies - closing 6 customer deals.
- Planned the operations and organization of 3 live events, including interactive workshops and webinars, resulting in a 95% attendance rate out of 100 guests.

FLEXIBLE PACK, BOSTON, MASSACHUSETTS

MAY 2020 – AUGUST 2020

Marketing Analyst Intern

- Generated 3 business deals by leveraging customer data and prior purchasing behaviors to identify recurring purchase needs.
- Increased lead generation by 90% by creating a social media content and blog plan to promote company expertise.

OCTOTRAVEL, MONACO, MONACO

JUNE 2019 – FEBRUARY 2020

Founder & CEO

- Founded a startup that offered tailored linguistic travels using Natural Language Processing and Machine Learning to predict customers' preferences and needs.
- Formulated the company's vision, goals and objectives; hired and trained 4 new employees
- Participated in all aspects of business development from market research and finance to operations and marketing, ensuring that the company's vision was followed.
- Won the 2019 Startup Weekend Monaco and raised 20,000 euros to assist in the initial business development

EDUCATION

HULT INTERNATIONAL BUSINESS SCHOOL, BOSTON, MASSACHUSETTS, USA

APRIL 2021

- Master of Science in Business Analytics (STEM)
- Master of Science in International Business and Marketing

INTERNATIONAL UNIVERSITY OF MONACO, MONACO, MONACO

JUNE 2019

- Bachelor of Science in Business Administration and International Financial Services

CERTIFICATIONS

CHIEF OF STAFF ASSOCIATION - CERTIFIED CHIEF OF STAFF**SEPTEMBER 2024****VANDERBILT UNIVERSITY** - CERTIFIED: GENERATIVE AI LEADERSHIP AND STRATEGY, ADVANCED PROMPT ENGINEERING**AUGUST 2024****SHRM** - CERTIFIED PROFESSIONAL (CP)**JANUARY 2023****MANAGEMENT CONSULTING INSTITUTE** - CERTIFIED: ANALYST & CONSULTANT**JULY 2021**