



EVELYN WHITE
Chief Of Staff

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PROFESSIONAL SUMMARY

Innovative and strategic Chief of Staff with 2 years of experience in enhancing organizational effectiveness and managing executive operations. Proven ability to streamline processes, foster cross-functional collaboration, and drive performance metrics. Committed to aligning projects with corporate objectives to achieve transformative results.

WORK EXPERIENCE

Chief Of Staff
Blue Sky Innovations
May / 2024-Ongoing
Chicago, IL

- 1. Led performance tracking and reporting for key business metrics.
- 2. Streamlined processes to improve organizational effectiveness and productivity.
- 3. Acted as a liaison between executive leadership and staff to foster collaboration.
- 4. Oversaw the execution portfolio for the General Manager of Microsoft IT Operations, ensuring timely progress tracking and success metrics.
- 5. Conducted research and analysis to support strategic initiatives.
- 6. Collaborated with IT teams to develop robust business processes and management control systems.
- 7. Worked closely with management to drive planning activities and ensure alignment with corporate goals.

Chief Of Staff
Cactus Creek Solutions
May / 2023-May / 2024
Phoenix, AZ

- 1. Reported directly to the CEO, ensuring that executives and department heads met quality and timeline expectations.
- 2. Led high-level projects, including compliance reporting implementation for regional managers.
- 3. Conducted profitability analyses on various customer transactions to assess service offerings.
- 4. Developed staffing models using traffic and sales data to optimize store operations.
- 5. Designed commission structures to maintain key metrics and enhance profitability for field teams.
- 6. Created and delivered high-level presentations for meetings with key stakeholders and vendors.

EDUCATION

Bachelor of Arts in Business Administration
University of California, Berkeley
May / 2022 - May / 2023
Toronto, ON
Focused on strategic management and organizational behavior.

SKILLS



INTERESTS

- Podcasts
- Language Learning
- Dancing
- Cycling

STRENGTHS

- Intuition
- Leadership
- Listening
- Mentorship

LANGUAGES



ACHIEVEMENTS

- Improved operational efficiency by 25% through process optimization initiatives.
- Led a cross-departmental project that resulted in a \$2 million cost reduction.