

### **Executive Summary**

Mission-driven executive partner with 20+ years of experience supporting C-level leaders, driving enterprise-wide initiatives, and building scalable systems in complex, fast-paced environments. Trusted advisor recognized for translating vision into strategy and action, aligning cross-functional technical and operational teams. Skilled in executive-level communication, strategic planning, and organizational effectiveness, with a proven record of identifying complex issues, conducting deep-dive analysis, and implementing creative solutions. Known for discretion, trusted relationships, and sustaining a disciplined, high-performance operating rhythm at the executive level.

- ⇒ Exercised a high level of situational awareness and emotional intelligence in personal as well as business environments, anticipating challenges, and adapting communication styles to ensure complete stakeholder alignment.
- ⇒ Acted as a strategic partner to executive leadership, translating vision into actionable plans and cross-functional execution across operations, product, and technical teams.
- ⇒ Successfully launched and led five businesses, overseeing full program execution lifecycles including scope, timeline, budget, risk mitigation, data-analysis, quality control, and cross-functional coordination.
- ⇒ Ensured disciplined execution by tracking deliverables, identifying blockers, and driving momentum on high-impact initiatives.
- ⇒ Implemented executive tracking systems that improved accountability and cut reporting cycle time by 20%, enabling faster, data-backed decisions.
- ⇒ Directed complex projects requiring scope, timeline, budget, risk mitigation, and technical integration, supporting rapid adaptation in fast-paced environments.
- ⇒ Accelerated completion of strategic initiatives by capturing and driving executive-level action items to completion.
- ⇒ Embedded ROI and strategic value thinking into program prioritization consistently redirecting focus to high-impact growth levers.

### **Executive Communication & Stakeholder Engagement**

- ⇒ Drafted, edited, and produced high-quality communications including executive emails, briefing materials, partner presentations, and strategic memos.
- ⇒ Applied advanced fabrication, design, and hands-on technical problem-solving to deliver custom solutions, experience that reinforced my ability to bridge technical detail with executive priorities.
- ⇒ Served as liaison with internal departments and external partners, ensuring message consistency, transparency, and alignment with mission objectives.
- ⇒ Presented program performance metrics, KPIs and strategic insights to executive leadership and industry partners, influencing business decisions through clear, data-backed storytelling.
- ⇒ Designed and delivered professional slide decks and board-level presentations, enabling clear and compelling storytelling for stakeholders including senior executives, investors and government partners.
- ⇒ Recognized for executive presence and communication skills that consistently command attention and convey credibility in high-level environments.

### **Cross-Functional Team Leadership & Organizational Alignment**

- ⇒ Led and aligned diverse teams (79+ personnel) across multiple business units, driving a culture of ownership, accountability, and innovation.
- ⇒ Designed and implemented SOPs and training tools adopted company-wide to unify expectations, performance standards, and onboarding processes.
- ⇒ Balanced strategic oversight with tactical involvement, enabling team accountability, focus, and execution under high operational tempo.
- ⇒ Managed hiring, onboarding, and team structuring efforts, implementing scalable systems and values-aligned cultures within technical and operational teams.
- ⇒ Established SOPs and knowledge-sharing systems to enable scalable collaboration and documentation within engineering and operations environments.

### **Operational Cadence & Process Optimization**

- ⇒ Managed executive operating rhythms, including leadership team meetings, design reviews, and strategic off-sites, creating order out of chaos and enabling leadership to stay focused on priorities.
- ⇒ Coordinated executive travel, logistics, and expense tracking, ensuring seamless execution of schedules, itineraries, and high-level engagements.
- ⇒ Maintained discretion and handled proprietary and confidential information with the highest level of trust and professionalism.
- ⇒ Applied Lean and continuous improvement frameworks to reduce error rates and improve cycle time, achieving 30% reduction in rework costs and inefficiencies.

### **Data-Driven Analysis & Strategic Foresight**

- ⇒ Applied executive-level analysis to uncover risk, identify opportunities, and inform strategic decision making across departments.
- ⇒ Built and maintained dashboards and tools to track KPIs, task ownership, and progress ensuring accountability and visibility at every level.
- ⇒ Leveraged operational and market data to refine program strategy and optimize resource allocation in complex environments.

### **Technical Proficiency & Toolset**

- ⇒ **Reporting & Analytics:** Proficient in Microsoft Office Suite with expertise in high-impact presentation development, technical communications, and strategic briefings.
- ⇒ **Quality & Process:** Lean Six Sigma Principles, Risk Mitigation Planning
- ⇒ **Certifications:** Lean Six Sigma Yellow Belt, Lean Six Sigma Green Belt (Black Belt in progress), Fire Operations, Hazmat Certified
- ⇒ U.S. Citizen with ability to obtain and maintain DoD security clearance; experienced operating in environments requiring confidentiality and discretion.

### **Executive Competencies**

**Strategic Operator:** Adept at long-cycle project execution, multi-stakeholder navigation, and strategic task delegation at the leadership level.

**Systems-Oriented Leader:** Established scalable systems for communication, project tracking, and stakeholder engagement across multiple locations.

**Trusted Advisor:** High EQ and political acumen; experienced in advising senior executives and reading organizational dynamics to flag risks and align initiatives.

**High-Impact Communicator:** Trusted to represent leadership in customer and internal settings, maintained brand voice, executive presence, and clarity of intent.

**Integrity-Driven Decision Maker:** Grounded in ethics, discretion, and sound judgment earning trust at every organizational level.

### **Ownership, Leadership and Management Experience**

- **Global Business Development Intern** - Coral Communications
- **P&L Owner & General Manager** - Multi-Unit Franchise (Houston's Hot Chicken)
- **Founder & Strategic Operator** - Arizona Premier Backyard (Construction & Project Management)
- **Founder & Business Development Lead** - Premier Lifestyle Group (Luxury Real Estate Holding & Investments)
- **P&L Owner & Lead Fabricator and Designer** - Addicted to Adrenaline Motorsports
- **Agency Sales Manager** - State Farm
- **Independent Agent** - Mutual of Omaha
- **Area Sales Manager** - Best Buy

### **Education**

- **University of Tennessee – Haslam College of Business**  
Aerospace & Defense MBA (Hybrid, Expected Dec 2026; University approval pending)
- **Arizona State University – Thunderbird School of Management**  
Bachelor's in Global Management (Online, Expected Dec 2025)
- **Mesa Community College – Fire Science Academy**  
Emergency Management Operations
- **Heald Business College**  
Business Administration