Skyler Stephenson

Chief of Staff

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SUMMARY

Chief of staff with 5 years of experience supporting CEOs at a health analytics company and a management consulting firm. Runs the weekly leadership cadence for a 140-person company, tracking 18 OKRs across 5 departments, and led the cross-functional project that cut customer onboarding time from 21 days to 9. Known for turning a vague executive ask into a scoped plan with an owner and a date.

EXPERIENCE

Chief of Staff — Brightfield Health Analytics

Denver, CO · Feb 2023 – Present

- Run the weekly leadership cadence for a 140-person company, tracking 18 OKRs across 5 departments and flagging 3 at-risk goals before the quarterly board meeting.
- Led a cross-functional project with engineering, support and sales that cut customer onboarding time from 21 days to 9, reporting progress directly to the CEO.
- Built the board and investor update deck each quarter, pulling metrics from 4 systems into a single narrative the CEO delivers in under 20 minutes.
- Stood up an intake process for executive requests that used to arrive by hallway conversation, cutting unplanned fire drills for the leadership team by about a third.

Senior Executive Assistant to the CEO — Marrow & Finch Consulting

Denver, CO · May 2020 – Jan 2023

- Managed the CEO's calendar and travel across 3 time zones while also tracking follow-ups from 12 weekly stakeholder meetings to close.
- Coordinated a 6-month office relocation project with facilities, IT and HR, keeping 85 employees informed and the move on schedule.
- Built the monthly expense and budget summary the CEO used in partner meetings, catching $40,000 in misclassified spend over 2 years.

SKILLS

Strategy & Planning: OKR design and tracking, quarterly planning, board and investor materials

Operations: Cross-functional project management, process design, vendor and budget oversight

Communication: Executive communications, stakeholder alignment, meeting facilitation

Tools: Asana, Notion, Google Workspace, Tableau (basic), Workday

CERTIFICATIONS

PMP (Project Management Professional), 2022

EDUCATION

B.A. Political Science, University of Denver, 2016

Fictional example by FindAJobAI: the person, employers and numbers are invented.