

JORDAN OKAFOR

Chief of Staff with 14 years bridging executive operations, strategy, and people leadership. Built Chief of Staff functions from scratch at two venture-backed companies and supported CEOs through funding rounds, leadership transitions, and a \$310M acquisition.

PROFESSIONAL EXPERIENCE

Chief of Staff to CEO | February 2021 - Present Lumenfield Robotics, Minneapolis, MN

- Lead the operating cadence for a 480-person company: weekly leadership sync, monthly business review, and quarterly OKR planning.
- Drove the integration plan for a \$310M acquisition, coordinating across product, finance, legal, and people teams over 9 months.
- Run CEO communications including all-hands talking points, board updates, and investor narrative drafts.
- Closed or de-prioritized 18 stalled cross-functional projects in year one, freeing leader bandwidth for 3 new strategic bets.
- Manage a team of 2 (Senior EA and Strategy Analyst) and own the executive office budget.

Chief of Staff to President | March 2018 - January 2021 Foundry Lane Logistics, Minneapolis, MN

- Built the Chief of Staff function from a blank slate, including operating rhythm, decision logs, and a leadership team scorecard.
- Led prep for the Series D round; sat in on diligence sessions with 9 investor firms.
- Coordinated a reorg that consolidated 6 regional GMs into 3 zone leaders and reduced layers by one.
- Acted as proxy for the President in cross-functional steering committees when needed.
- Partnered with HR on a leadership development program for 32 directors.

Senior Executive Assistant to COO | June 2015 - February 2018 Greycup Beverage Group, Minneapolis, MN

- Supported the COO of a 1,200-person CPG company, including board prep and global travel logistics.
- Led a calendar audit that recovered 6 hours per week of focused operating time for the COO.
- Managed quarterly operations reviews with 11 plant leaders across the U.S. and Mexico.
- Mentored 4 EAs across functions on board prep standards.

CONTACT INFORMATION

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EDUCATION

M.B.A., Carlson School of Management
University of Minnesota May 2017

B.A., Political Science
Macalester College May 2011

KEY SKILLS

- Operating cadence design (OKRs, MBRs, QBRs)
- Board and investor communications
- M&A integration planning
- Executive team coaching
- Strategic project prioritization
- Cross-functional program leadership
- Org design and reorg execution
- Budget ownership
- Confidential matters and crisis comms