



Cynthia Nash

Executive Chief of Staff

CONTACT INFORMATION

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 Livingston, MT 12345

EDUCATION

- Master of Science in Innovation and Management
Montana State University
Bozeman, MT | 2020 – 2022
- BA in Political Science
University of Montana
Missoula, MT | 2008 – 2012

KEY SKILLS

- OKRs
- Executive Communication
- Board Reporting
- Tableau
- ClickUp
- Asana
- Budget Analysis
- Stakeholder Management
- Strategic Planning
- EOS (Traction)
- Workforce Retention Strategy

ABOUT ME

Bringing 12 years of experience in strategic planning, budget analysis, and board reporting, with a record of securing \$15.6M in board-approved funding by preparing data-backed investment proposals and presenting ROI analyses. Improved employee retention from 74.7% to 90.9% by designing a career-path framework, launching stay interviews, and partnering with HR to restructure compensation bands across 6 departments.

PROFESSIONAL EXPERIENCE

Executive Chief of Staff | Absaroka Basin Holdings Group, Livingston, MT
2020 – Present

- Improved employee retention from 74.7% to 90.9% by designing a career-path framework, launching stay interviews, and partnering with HR to restructure compensation bands across 6 departments.
- Secured \$15.6M in board-approved funding over 3 fiscal years by preparing data-backed investment proposals and presenting ROI analyses to the 9-member board of directors.
- Identified \$743,200 in reallocable resources by auditing overlapping departmental budgets and redirecting spend toward 4 CEO-priority growth initiatives.
- Owned the enterprise strategic planning process using OKRs, aligning 7 departments on quarterly targets and running monthly executive business reviews with the CEO and CFO.

Chief of Staff | Shields Valley Commerce Partners, Bozeman, MT
2017 – 2020

- Raised annual employee retention from 77.3% to 89.8% by introducing 90-day onboarding check-ins, mentorship pairings, and quarterly pulse surveys across a 134-person workforce.
- Prepared and presented a \$8.5M capital request to the board, securing full approval within 47 days by building a financial model that mapped projected returns over 36 months.
- Identified \$348,700 in misallocated resources by conducting a line-by-line review of 5 departmental budgets in Tableau, freeing funds for a new market-entry initiative.
- Coordinated the CEO's weekly leadership cadence, board communications, and investor updates, drafting pre-reads and briefing documents for 11 recurring meetings per month.

Operations Manager | Yellowstone Bend Consulting LLC, Billings, MT
2014 – 2017

- Boosted team retention from 82.2% to 92.7% by restructuring shift schedules, clarifying promotion criteria, and holding monthly one-on-one development conversations with 19 direct reports.
- Flagged \$217,800 in resource reallocation opportunities by mapping labor hours against project revenue, redirecting 3 underutilized roles to higher-margin accounts.

- Tracked departmental KPIs in ClickUp and produced weekly executive summaries for the COO, condensing data from 4 business units into a single briefing document.