



Rosa Obi

Chief of Staff

Operationally focused professional with 6 years of experience driving cost reductions, planning-cycle compression, and initiative accountability across cross-functional teams. Reduced operational costs by \$817,400 annually by renegotiating 9 vendor contracts and consolidating overlapping SaaS subscriptions across 6 departments. Raised initiative follow-through from 54.1% to 82.9% by implementing weekly scorecard reviews and enforcing 14-day milestone ownership.

CONTACT INFORMATION



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Hannibal, MO 12345

EDUCATION

BA Business Administration, Truman State University
Kirksville, MO | 2016 – 2020

KEY SKILLS

- Strategic Goal Setting and Tracking
- Quarterly Planning Facilitation
- Asana
- Tableau
- ClickUp
- Vendor Contract Negotiation
- Executive Meeting Cadence Design
- Cross-Functional Initiative Management
- Budget Analysis
- KPI Reporting

PROFESSIONAL EXPERIENCE

CHIEF OF STAFF | PALMYRA RIDGE HOLDINGS GROUP, HANNIBAL, MO 2023 – PRESENT

- Reduced operational costs by \$817,400 annually by renegotiating 9 vendor contracts and consolidating overlapping SaaS subscriptions across 6 departments.
- Trimmed the quarterly planning cycle from 9 days to 4 days by building reusable goal-setting worksheets and staggering department input windows across a 2-week calendar.
- Raised initiative follow-through rate from 54.1% to 82.9% by implementing a weekly scorecard review with the CEO and holding owners accountable to 14-day milestones.
- Coached 4 first-time managers on meeting facilitation and delegation, structuring 90-day development plans tracked in ClickUp.

EXECUTIVE OPERATIONS MANAGER | SALT RIVER BLUFFS CONSULTING LLC, QUINCY, IL 2021 – 2023

- Cut \$463,200 in operational expenses over 18 months by auditing procurement workflows and switching to volume-based pricing for 4 service providers.
- Shortened the quarterly planning cycle from 8 days to 5 days by building a Tableau dashboard that gave leadership real-time progress on departmental KPIs.
- Increased the initiative follow-through rate from 61.1% to 78.9% by assigning single owners to each action item and running biweekly check-ins with the COO.
- Managed the executive operating cadence, including 7 recurring leadership meetings, monthly business reviews, and board pre-read distribution.

OPERATIONS COORDINATOR | CLARENCE CREEK VENTURES INC., HANNIBAL, MO 2020 – 2021

- Identified \$129,800 in operational cost savings by cataloging duplicate software licenses and rerouting print and supply orders to consolidated vendors.
- Reduced quarterly planning preparation from 7 days to 5 days by centralizing department submissions into a single Asana project with

enforced deadlines.

- Maintained meeting notes, follow-up logs, and agenda packets for 6 senior leaders, ensuring all materials were circulated 24 hours before each session.