



Vivian Ahn

Deputy Chief of Staff

Operations professional with 2 years of experience coordinating cross-functional teams, tracking action items, and preparing executive briefing materials. Reduced overdue action items from 37 to 9 per leadership meeting cycle by building a shared tracker in Asana with automated reminders and owner assignments.

CONTACT INFORMATION

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KEY SKILLS

- Asana
- ClickUp
- OKRs
- Stakeholder Communication
- Meeting Facilitation
- Action-Item Tracking
- Process Mapping
- Executive Briefing Preparation
- Cross-Functional Coordination
- EOS (Traction)

PROFESSIONAL EXPERIENCE

Deputy Chief of Staff | Homochitto Ridge Partners LLC, Natchez, MS
2025 - Present

- Led a cross-functional team of 14 members from marketing, finance, and operations to deliver a facility consolidation project 6 days ahead of schedule.
- Reduced overdue action items from 37 to 9 per leadership meeting cycle by building a shared tracker in Asana with automated reminders and owner assignments.
- Cut weekly status report preparation time from 4.5 hours to 2.6 hours by creating a standardized template with pre-populated data fields pulled from ClickUp.
- Prepared briefing materials and agendas for the COO's 11 recurring meetings, ensuring pre-reads were distributed 48 hours before each session.

Operations Coordinator | Buffalo River Commerce Group, Vicksburg, MS
2024 - 2025

- Coordinated a cross-functional team of 8 across IT, HR, and facilities for an office relocation completed in 17 days.
- Cleared 23 overdue action items in the first 30 days by auditing the existing task backlog and reassigning owners with firm deadlines in ClickUp.
- Redesigned the vendor onboarding workflow, reducing processing steps from 14 to 9 and cutting cycle time by 5 days per request.

EDUCATION

BA in Political Science
University of Mississippi, Oxford, MS | 2020 - 2024