

Jessica K. Walters

ABOUT ME

I am an experienced designer & builder of projects and process. I source the materials, create the blueprints, and define a path of execution across operations, project management, and strategic initiatives. I specialize in managing executive teams by making business recommendations based on key metrics and knowledge derived from hands-on involvement in all key aspects of the business.

EXPERIENCE

Chief of Staff | Stealth eCommerce Startup
2016 - Present

Key Achievements:

Successfully created an operations department that runs without the day to day management of the executive team. Researched, planned, and implemented a project management strategy for engineering team of 20 resulting in a higher level of execution and increased efficiency. Committed first lines of code to production!

Responsibilities:

- Develop and implement operations policies
- Strategic planning with executive team
- Project Management
- Ghost writer for CEO (draft all emails)
- Strategic calendar management for CEO
- Financial Reporting
- Technical recruiting for remote development team
- Customer management
- Contract negotiations

Executive Assistant to the CEO | Maple & Ash
2014 - 2015

Key Achievements:

Created processes and systems in order to effectively manage office operations.

Responsibilities:

- Drafting correspondence and company documents
- Research for and preparation of presentations
- Project coordination
- Schedule Management
- Event planning and execution
- General office administration

EDUCATION

Northwestern University
B.A English, 2007
Cum Laude
Honors in English

University of Chicago
Graduate Coursework
Philosophy, 2011

Northwestern University
Undergrad Coursework
Math, 2013 - 2014

Art Institute of Chicago
Continuing Education
Architecture, 2015

Free Code Camp
Front End Development
2016 - 2017

CONTACT

 jessicakwalters@gmail.com

 773.454.1926

 Seattle, WA

 jessicakwalters

Jessica K. Walters

EXPERIENCE CONTINUED

Personal Assistant | Hilary Hing
2013

R e s p o n s i b i l i t i e s :

- Event planning and execution
- Manage and direct household staff
- Tutoring in math, French, English
- Inventory management
- Household errands
- Household administrative duties

Pastry Assistant | Blackbird Restaurant
2012

R e s p o n s i b i l i t i e s :

- Production of desserts
- Menu development
- Recipe development
- Lunch and dinner service
- Training new staff members

Gallery Manager | Wild Exposures Photography
2007 -2010

R e s p o n s i b i l i t i e s :

- Curating photography collection
- Manage gallery sales
- Employee management
- Event and general marketing
- Office administrative duties

References



Available upon request

SKILLS

HTML, JS, CSS

Sketch

MS Office Suite

Google Suite

French

Editing & Proofreading

INTERESTS



Architectural
Drafting



Woodworking



Reading



Skiing



Learning to code

