



Lonnie Polanco

Chief of Staff

CONTACT

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San Francisco, CA

EDUCATION

2008 - 2010

Master of Business Administration (MBA)

University of California at Berkeley

2002 - 2006

Bachelor of Science in Computer Science

Stanford University

PROFESSIONAL SUMMARY

Strategic and results-oriented chief of staff with over 10 years of experience in technology and operations management. Proven expertise in leading cross-functional teams, optimizing processes, and driving organizational growth in fast-paced tech environments. Adept at executing strategic initiatives, managing high-impact projects, and fostering innovation.

EXPERIENCE

Chief of Staff

2021 - Now

TechForward Inc., San Francisco, CA

- Spearhead the development and implementation of a company-wide strategic plan, resulting in a 25% growth in market share.
- Streamline project management processes using Jira and Asana, reducing project completion times by 20%.
- Coordinate cross-departmental efforts to launch a new product line, contributing to a 30% rise in quarterly sales.

Director of Operations

2016 - 2020

NextGen Solutions, San Francisco, CA

- Led operational improvements across multiple teams, leveraging Lean Six Sigma methodologies to reduce operational costs by 15%.
- Managed a team of 70+ professionals, enhancing productivity through strategic training programs.
- Implemented Tableau and Power BI to provide actionable insights, leading to a 25% improvement in decision-making processes.

Project Manager

2013 - 2016

InnovateTech, San Francisco, CA

- Directed high-impact technology projects from initiation through completion, delivering projects on time and within budget.
- Utilized Agile and Scrum methodologies to manage project workflows, improving project delivery speed by 30%.
- Developed and maintained detailed project documentation, ensuring clear communication and alignment with organizational goals.

SKILLS

Agile Methodologies



Data Analytics and Big Data



Cybersecurity Awareness



Tech Stack Management

