

Linda Wheatley

Chief of Staff

334-269-4880

linda-wheatley@email.com

United States, Birmingham, AL

Education

Master of Business Administration (MBA)

University of Alabama / Graduated: May 2010

Bachelor of Science in Industrial Engineering

Auburn University / Graduated: May 2008

Certifications

- Lean Six Sigma Black Belt | The Council of Six Sigma (2023)
- Certified ScrumMaster (CSM) | Scrum Alliance (2022)

Skills

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|---|--------|
| Project Management: Agile, Scrum, Waterfall, Microsoft Project, Jira, Trello | Expert |
| Data Analytics: SQL, Python, Tableau, Microsoft Power BI | Expert |
| CRM and ERP Systems: Salesforce, SAP, Oracle ERP | Expert |
| Communication Tools: Slack, Microsoft Teams, Zoom | Expert |
| Office Software: Microsoft Office Suite, Google Workspace | Expert |
| Process Improvement: Lean Six Sigma, Kaizen, Business Process Reengineering (BPR) | Expert |
| Financial Analysis: QuickBooks, SAP FICO, Microsoft Excel (Advanced) | Expert |
| Digital Marketing: Google Analytics, SEMrush, HubSpot | Expert |

Professional summary

Accomplished chief of staff with 13 years of experience in corporate strategy, operations management, and executive support. Expert in leveraging technology and methodologies to streamline processes and enhance organizational efficiency. Skilled in project management, data analytics, and cross-functional team leadership.

Experience

January 2020 - June 2025

Chief of Staff

Innovative Tech Solutions

- Implemented Agile project management methodologies, resulting in a 30% increase in task completion rate and a 25% reduction in delivery times.
- Leveraged Tableau and Power BI to develop executive dashboards, providing real-time insights and enhancing data-driven decision-making processes.
- Coordinated cross-functional departments using Slack and Microsoft Teams, improving communication efficiency and project collaboration by 40%.

June 2015 - December 2019

Director of Operations

Bright Future Enterprises

- Streamlined operations by implementing Lean Six Sigma practices, achieving a 20% reduction in operational costs and a 15% increase in productivity.
- Managed ERP migration to SAP, ensuring seamless integration and minimal disruption, which resulted in a 50% improvement in system performance.

March 2012 - May 2015

Operations Manager

Southern Manufacturing Inc.

- Led a team of 50+ employees, utilizing Kaizen methodology to drive continuous improvement initiatives, resulting in a 10% increase in production efficiency.
- Deployed Salesforce CRM to optimize sales and customer service processes, increasing client satisfaction scores by 25%.