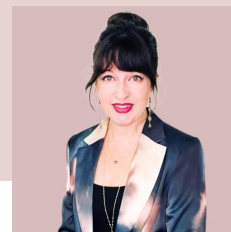


CHELSEA HALLFORD

CHIEF OF STAFF | AI-NATIVE OPERATIONS



CONTACT

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TECHNICAL SKILLS

AI & automation — Claude, AI agents, Claude Co-work, Claude Coding, Claude Design, Gemini, GPT, prompt design, workflow automation, app building

HubSpot & Salesforce CRM, Pardot

3x AWS accredited

Drata, ADP / Workday, Extensis HR, Trinet, ADP (HRIS & PEO)

Google Workspace expert

Word, Excel, PowerPoint, Outlook

Photoshop, Illustrator, InDesign, WordPress

KEY STRENGTHS

Scale through systems and AI — not headcount

Run multiple complex programs without dropping a ball

Earn stakeholder buy-in on new processes

Build relationships quickly at every level

Early adopter of AI as an exec-ops force multiplier

PROFILE

Chief of Staff and operator-builder with 14+ years supporting C-level leaders in high-growth tech. I built and run the operating system of an AI-native startup — and re-architected the role itself around AI, carrying revenue, recruiting, and finance/HR on top of the core mandate while scaling through systems instead of headcount.

EXPERIENCE

CHIEF OF STAFF

Kamiwaza (AI-native startup) Mar 2025 – Present

- › **Built and run the company's operating system** — the weekly executive cadence, Big Rocks priority-tracking framework, and reporting discipline that give leadership a consistent pulse across every function.
- › **Re-architected the role around AI:** designed and deployed 6 AI agents plus standing automations — continuous inbox triage, a Slack/Drive tracker that captures and actions CEO task assignments, and event-to-calendar sync — compressing hours of manual executive work into minutes.
- › **Deployed Claude Co-work for seed-round due diligence**, auditing NDAs/MNDAs across HubSpot, Google Drive, email, and Adobe — collapsing days of manual searching into hours and surfacing missing agreements immediately.
- › **Building auto-generated executive dashboards and briefings** sourced from structured data and AI note-taking, targeting an 80% auto-generated weekly CEO briefing so leadership time goes to strategy, not status updates.
- › **Carried the lighthouse enterprise account end-to-end** — technical scoping, partner integrations, and live field testing — then productized it into a repeatable offering: \$200K baseline + \$50K add-on nodes, with a path to ~\$500K/year per customer.
- › **Stood up recruiting from scratch:** sourced an ex-Meta recruiter who delivered a principal-level offer within one week; standardized interview, evaluation, and compensation frameworks and drove time-to-offer toward a sub-30-day target.
- › **Own the hard people and org-design calls** founders often avoid — synthesizing documented feedback into structured, fair performance-improvement and separation paths.
- › **Standing up the finance & HR back office:** ran a PEO/HRIS selection (ADP vs. Workday vs. Rippling) with Drata compliance integration and cleared month-end close and banking blockers to make financials investor-ready.

EXECUTIVE BUSINESS PARTNER

Sumo Logic Nov 2023 – Mar 2025

- › Strategic partner to three+ C-level executives, orchestrating complex, competing priorities across global time zones.
- › Owned end-to-end calendar strategy, travel, and expenses; proactively restructured meetings and trips to maximize executive focus time.
- › Drove board and leadership offsite logistics, pre-reads, and on-the-day execution; connected the exec team to their orgs, surfacing blockers and keeping initiatives moving.

EXECUTIVE ASSISTANT TO THE CEO (De-Facto Chief of Staff) & PARTNER ALLIANCES

AllCloud 2018 – Jun 2023

- › Global calendar and travel strategist; owned the Board of Directors rhythm — off-sites, meetings, and presentations.
- › End-to-end ownership of global events with ACV tracking in Salesforce (Dreamforce, AWS re:Invent, 200-person internal events).
- › Grew Salesforce, AWS, and Snowflake partnerships; partner events contributed to \$8M in open opportunities.

EXECUTIVE ASSISTANT TO MULTIPLE C-LEVEL EXECUTIVES

Crocs 2016 – 2018

- › Coordinated complex multi-country trips quickly; go-to expert on visa processing, sometimes in as little as two days.
- › Project-managed movement of goods from overseas factories to the US; owned Board materials for two departments.

EXECUTIVE ASSISTANT TO CEO

Faction Inc. 2012 – 2016

- › Internal HR coordinator (benefits, onboarding), Events Manager, and in-house graphic designer.
- › Led a \$500K office remodel and relocation on time and under budget; owned all internal and external events.

ESTATE MANAGER & EA TO THE PRESIDENT

Li & Fung 2009 – 2012

- › Served as the “eyes and ears” for a blind President — EA, global travel coordinator, and estate manager.
- › Coordinated schedules with Calvin Klein, John Varvatos, Tommy Hilfiger, and Stevie Wonder; led fundraising for his Foundation Fighting Blindness charity (annual Fashion Ball at The Plaza, NYC).

SKILLS & INTERESTS

- › Adaptive ski instructor — 5 years teaching adults and kids with adaptive needs in Vail, Colorado.
- › Home mixologist — hosted virtual cocktail parties for external partners during COVID-19.