

Delois Julia

Chief Of Staff

Profile

Results-driven Chief of Staff with 5 years of experience in strategic planning, operational efficiency, and team leadership. Proven track record of enhancing organizational performance through effective cross-functional collaboration, process improvements, and data-driven decision-making. Exceptional communicator with strong interpersonal skills, adept at building relationships with stakeholders at all levels. Committed to driving growth, fostering innovation, and achieving business objectives.

Employment History

Chief of Staff at Devon Energy, OK

Feb 2023 - Present

- Successfully managed a \$5 million budget, ensuring cost-effective allocation of resources and 15% reduction in operational costs within one fiscal year.
- Spearheaded a cross-functional team of 25 members, resulting in a 20% increase in efficiency and improved communication across various departments.
- Implemented a new project management system, leading to a 30% reduction in project completion time and contributing to an overall revenue growth of 12% for the company.

Deputy Chief of Staff at Paycom, OK

Jul 2018 - Jan 2023

- Successfully managed a team of 50 employees, resulting in a 20% increase in overall productivity and a 15% reduction in staff turnover within one year.
- Oversaw the implementation of a new project management system, leading to a 30% improvement in project completion rates and reducing average project duration by 25%.
- Coordinated a company-wide training program for over 1,000 employees, increasing skillset proficiency by 35% and boosting employee satisfaction rates by 10%.
- Collaborated with executive leadership to develop and execute a strategic plan that led to a 40% growth in annual revenue, from \$200 million to \$280 million within two years.

Education

Master of Business Administration in Leadership and Management at University of Oklahoma, Norman, OK

Aug 2014 - May 2018

Relevant Coursework: Strategic Management, Organizational Behavior, Leadership Theory, Change Management, Decision Making, Operations Management, Human Resources, Project Management, Business Ethics, Negotiation, and Team Dynamics.

Certificates

Details

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Links

[linkedin.com/in/deloisjulia](https://www.linkedin.com/in/deloisjulia)

Skills

Delegation

Negotiation

Time-management

Conflict-resolution

Decision-making

Strategic-planning

Microsoft-Excel

Languages

English

Japanese

Hobbies

Gardening

Reading historical biographies

Cooking and experimenting with new recipes