

Karisa Allen

Chief of Staff · Executive Operations & Strategy

Open to consulting, contract, part-time & full-time

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Summary

Chief of staff and operations leader with 20+ years supporting executives and running the work that sits between strategy and delivery. I prepare leaders for the room, own the initiatives that have no obvious home, and build the governance, reporting, and forecasting that make decisions easier. Co-founded and ran an agency, so I read a P&L like an owner. Known for listening first, staying steady under pressure, and advocating hard for the team.

Core Competencies

Executive Support & Advisory · Strategic Planning & Governance · Cross-Functional Leadership · Financial Management & Forecasting · Stakeholder Engagement · Change Management · Process Design & Optimization · Talent Development & Mentorship · Board & Leadership Reporting · AI & Workflow Automation

Experience

Group Director, Project Management

Oct 2023 – Aug 2026

Near&Dear (formerly Moontide) · El Segundo, CA

- Served as a trusted advisor to leadership on portfolio health, margin forecasting, and profitability planning.
- Consolidated a sprawling tool stack using AI-assisted workflows, cutting platform count and saving the team hours weekly.
- Redesigned financial tracking and reporting, reducing monthly budget review cycle time by 50%.
- Led new business pitches, proposals, and estimates as a key contributor to business development.

Chief of Staff / Director, Project & Program Management

Oct 2015 – Jul 2023

Mavice · Primary client: Ford Motor Company

- Served as Chief of Staff directing day-to-day workflows across executive and cross-functional teams supporting Ford Motor Company.
- Built governance frameworks for PM processes across complex, multi-agency technical programs.
- Acted as de facto HR Director: team building, employee handbook, recruitment, onboarding, and 401k implementation.
- Mentored staff and created performance plans that raised satisfaction and productivity.

Partner / Owner, Operations Director

Feb 2013 – Jan 2015

The Glue · Boutique digital agency

- Co-founded the agency and owned all operations: finance, budgeting, vendor relationships, HR, and compliance.
- Led new business end to end, from prospecting through contract negotiation.

Program Director

Jan 2009 – Apr 2013

Rosetta (a Publicis Company) / Level Studios

- Named Employee of the Year (2012). Led cross-functional teams of 15–20 across digital programs for major national brands.

Education

B.S. Computer Information Systems / Business Management
Westfield State University

Certification & Tools

Certified Scrum Master (CSM)
Claude Design · Claude Code · ChatGPT · GenSpark AI · Smartsheet · JIRA · Confluence · Trello · Figma · AEM

Earlier roles: Senior Project Manager at Genex (Honda/Acura) and MRM/McCann (Microsoft), 2005–2009. Additional clients include Sony Pictures, CAA, ING, and Mass Mutual.