

CHIDOZIE ELVIS OKAFOR

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PROFESSIONAL SUMMARY

Visionary Director of Innovation and Chief of Staff — Technology, with a rare combination of executive-level strategic thinking, hands-on AI fluency, and multi-industry entrepreneurial delivery experience.

Demonstrates the ability to identify how AI tools, automation systems, and human teams need to work together — then build the architecture, processes, and culture that make it happen. Currently operates as the sole architect and operator of an 8-project, 6-industry portfolio powered entirely by a custom-built AI ecosystem. Brings a disciplined project management background (institutional PM, Owner's Representative), a creative leadership track record (Creative Director across 4 brands), a financial analytical foundation (BSc Accounting), and deep design systems thinking (MSc Architecture) to any organization navigating digital transformation or building AI-first operating models.

CORE COMPETENCIES

- Innovation Strategy | Digital Transformation Leadership | AI Adoption Roadmap
- Chief of Staff Functions | Executive Operations | Cross-Functional Alignment
- OKR Framework | Milestone Management | Strategic Planning + Execution
- AI Stack Architecture | Workflow Automation | Process Design + Standardization
- Product Strategy | Agile Leadership | Sprint Planning | Technology Roadmaps
- Team Enablement + Training | Change Management | Organizational Development
- Executive Communication | Board-Level Presentations | Stakeholder Alignment
- Multi-Venture Leadership | P&L Awareness | Business Development
- Systems Thinking | Design Thinking | First Principles Problem Solving

PROFESSIONAL EXPERIENCE

Chief of Staff — AI + Innovation | Multi-Venture Portfolio *Independent* —

Roxbury, MA | 2024 – Present

Serve effectively as Chief of Staff and Director of Innovation across a self-built portfolio of 8 concurrent ventures spanning construction, health technology, consumer goods, creative direction, real estate, and digital art — all managed through a custom AI-powered operating system.

- Designed and deployed an enterprise-grade project management and AI orchestration system managing 8 active projects across 6 industries simultaneously, using Notion as the master workspace integrated with 15+ AI and automation tools
- Establish OKRs, milestones, and delivery timelines for each venture; track progress via live Gantt charts, Kanban pipelines, and automated reminder systems aligned to Google Calendar and Gmail
- Built and maintain a custom AI Skills library (saved prompt system) enabling rapid, consistent, high-quality output across legal documentation, pitch development, product specifications, curriculum design, code review, and financial analysis

- Serve as the sole strategic and operational decision-maker across projects generating activity in corporate B2B sales, app development, digital art commerce, landscaping operations, and architectural project management — simultaneously
- Lead all digital transformation initiatives across ventures: automated social media, automated invoicing, automated CRM follow-ups, automated calendar scheduling, and automated code-assisted development

Founder + Chief Executive Officer — Trimacare

Roxbury, MA | 2026 – Present

- Leading full product strategy, technology development, and organizational planning for a globally ambitious health technology platform — demonstrating Chief of Staff-level execution capability in a high-stakes, zero-margin-for-error healthcare product environment
- Set and manage 12-month product roadmap; coordinate clinical advisory input; manage solo development sprint velocity using AI-assisted tooling

Senior Project Manager | Owner's Representative *Temple University + Independent*

Philadelphia, PA / Boston, MA | 2023 – Present

- Managed concurrent institutional capital projects requiring executive communication, multi-stakeholder alignment, and program-level delivery discipline — the core competencies of a Chief of Staff role applied to large-scale physical projects

Operations + Business Development Director *Utonix Nigeria Limited* —

Nigeria / United States | 2015 – Present

- Directed multi-country operations compliance, process improvement, and staff capability development for a major West African distribution network over 10 years — demonstrating sustained organizational leadership and change management capability

EDUCATION

Master of Architecture + Environmental Design | Temple University, Philadelphia, PA | 2019 – 2022; Bachelor of Science — Financial Accounting + Audit Practice | Covenant University, Nigeria | 2012 – 2016; Academic Achievement Award | Temple University

TECHNICAL SKILLS

AI + Innovation: ChatGPT | Claude | Notion AI | Cursor | Midjourney | Perplexity | GitHub Copilot Automation: Zapier | Make | Reclaim.ai | Buffer | Linear Development: Flutter | Supabase | OpenAI API | GitHub PM + Ops: Notion | HubSpot | Wave | Procore | Microsoft Project | Bluebeam Design: Adobe Creative Suite | Canva | Rhino 3D | AutoCAD | Revit

Languages: English (Fluent) | Igbo (Native)