

# Chad Ruppert

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 Remote · Open to international travel

## Key Achievements

- Led cross-functional initiatives unifying operations, communications, and leadership priorities across organizations.
- Generated \$100K+ net profit from a digital launch through strategic thinking and precision-driven execution.
- Improved workflow efficiency by 67% via process optimization, automation, and accountability systems.
- Delivered an international logistics project (Atlanta–Calgary) four days early, managing compliance and ambiguity with calm precision.
- Oversaw 150+ commercial projects across Western Canada, ensuring operational excellence and executive accountability.



## Signature Strengths

- Founder mindset
- Executive discretion
- Calm under pressure
- Strategic adaptability
- Systems-level thinking
- Organized and detail-oriented
- Anticipates needs and follows through with precision
- Exceptional written and verbal communication
- Trusted to deliver clarity in ambiguous environments without oversight

## Education

Fanshawe College  
GIS & Urban Planning (2011)  
London, ON Canada

## Chief of Staff for Hire · Strategic Operations & Systems Design

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## Executive Summary

Strategic operator and cross-disciplinary problem solver with 15+ years in design, operations, and executive leadership. Known for operational expertise, strategic thinking, and the ability to bring clarity to ambiguity. I lead cross-functional teams and strategic initiatives that drive measurable outcomes through process optimization, business analytics, and internal communications. Skilled at designing scalable systems that sustain speed, accountability, and precision—from managing multimillion-dollar portfolios to automating workflows and launching six-figure digital campaigns.

## Core Competencies

Strategic Planning & OKRs · Operational Expertise · Pattern Recognition · Process Optimization · Business Analytics · Internal Communications · Executive Leadership · Written & Verbal Communication · Accountability Systems · Change Management · AI Platform Integration · Strategic Copywriting & Messaging · Regulatory Compliance · Workflow Automation · Cross-Border Project Coordination · Cross-Functional Collaboration & Results Alignment

## Professional Experience

**Chief of Staff (Fractional)** January 2013 to present  
**Strategic Operations Consultant** Global  
Freelance/Self-Employed

Operate as a trusted strategic partner to founders and executives, leading cross-departmental initiatives, aligning business systems, and driving measurable outcomes in fast-moving, ambiguous environments.

- Streamlined digital and operational workflows across multiple organizations through process optimization and organized execution, reducing turnaround times by 50%+.
- Designed and implemented automation and data frameworks integrating AI platforms to enhance visibility, accountability, and business analytics across teams.
- Led strategic initiatives that unified internal communications and improved alignment between leadership, operations, and growth objectives.
- Generated over \$100K in net profit in a 7-day digital course launch through strategic thinking, written communication, and operational precision.
- Served as a confidential advisor managing sensitive information, anticipating needs, and maintaining discretion in all executive matters.

**Founder, Architectural Designer & Systems Lead** March 2011 to present  
Calgary, AB Canada  
[GaragePermits.ca](http://GaragePermits.ca)

Built and led a design business specializing in residential and commercial permit drawings. Managed projects end-to-end while optimizing operations, systems, and client experience.

- Applied operational expertise to streamline permit design and submission systems, leading process optimization that cut turnaround time by 67%.
- Created organized workflows and internal communications frameworks that allowed consistent multi-project delivery with zero quality loss.
- Designed accurate, code-compliant architectural drawings across 50+ projects annually under the National Building Code: 2023 Alberta Edition and the City of Calgary Land Use Bylaw 1P2007.
- Delivered plans with precision while overseeing every stage from client intake to permit approval.
- Led full business operations—from marketing and project tracking to financial oversight—ensuring sustained profitability and scalable growth.

**Project Manager** Mar 2015 to Sep 2017  
**Canada Post Portfolio** Western Canada  
Jones Lang LaSalle (JLL)

Managed 150+ commercial facility projects across Western Canada for the Canada Post portfolio. Oversaw cross-functional teams, contractors, and consultants to deliver projects safely, on time, and within budget.

- Supported executives, clients, and stakeholders by relaying pertinent project updates and offering solutions to budgetary changes/concerns..
- Oversaw multi-stakeholder projects involving engineers, contractors, and remediation specialists, maintaining accountability and on-time delivery.
- Led field operations and temporary facility setups, balancing cost, compliance, and logistics across Western Canada.
- Navigated complex environmental and regulatory challenges while maintaining executive reporting and stakeholder alignment.
- Recognized for operational judgment and ability to bring order and clarity to high-pressure situations.