

Matt Katawicz

Washington, D.C. • Contact via mattkatawicz.com or linkedin.com/in/mattkatawicz

Chief of Staff and strategy operator with 9+ years across management consulting, business operations, and executive advisory. Owned company-wide OKR governance, leadership operating rhythms, board and investor communications, and the Office of the CEO at a Series D SaaS company. Early career in the energy sector delivering multi-year transformation programs for regulated electric and gas utilities. Builds AI tools that create operational leverage.

CORE COMPETENCIES

Operating rhythm & meeting governance • OKR process ownership • Executive preparation & briefing docs
Board & investor communications • Consulting operations & client engagement • Strategic events & offsites
Generative AI tooling & workflow automation • Change management & adoption • Mentoring & team enablement

SELECTED EXPERIENCE

WorkBoard, Inc. (*Series D, enterprise strategy software*) Remote

Director, Professional Services and Customer Success Jan 2024 – Present

- Advises executive teams across 30+ enterprises representing \$2M+ ARR on OKR adoption, operating rhythm design, and execution governance, with one Chief Security Officer crediting the work with earlier risk identification and more proactive leadership discussion.
- Diagnoses execution breakdowns and cross-functional misalignment, translating strategic priorities into executable plans, with one leader crediting the work with reaching 110% of his annual goal in three quarters.
- Supports the operations of the professional services practice through engagement scoping, proposals, consultant timesheet tracking, and client invoicing.
- Builds internal generative AI applications and Claude-based tools that automate reporting and routine workflows, creating leverage for the team and clients.
- Partners across Sales, Customer Success, Product, and Operations to resolve delivery constraints, secure resources, and drive retention and expansion outcomes.

Chief of Staff to the CEO Aug 2022 – Dec 2023

- Owned the company-wide OKR (Objectives and Key Results) process end to end, spanning goal setting, quarterly planning, progress reporting, and executive decision forums, sustaining 75-90% achievement quarterly through workforce reduction and funding constraints.
- Designed and ran the leadership team operating rhythm, setting agendas, tracking decisions, and driving follow-through across weekly tactical and quarterly strategic cadences.
- Served as strategic thought partner to the CEO on organizational structure, go-to-market operations, reductions in force, and all-company communications.
- Led board and investor communications, synthesizing cross-functional inputs into decision-ready material that board members described as effective and well-structured.
- Authored all-staff and CEO communications that increased employee understanding of company strategy from 76% to 90% and understanding of how their team contributes from 80% to 94%.
- Drove \$800k in software spend reduction through collaboration across revenue, engineering, and finance teams.
- Oversaw the Office of the CEO, guiding the executive assistant on calendar and priority escalations, executive meeting preparation, travel, all-hands, and in-person office operations.
- Led two executive advisory board offsites for C-suite customer leaders, surfacing customer needs that informed product roadmap and go-to-market direction.

Director, Professional Services and Partnerships Feb 2022 – Aug 2022

- Built the foundation of WorkBoard's partner-led delivery model, developing implementation playbooks, partner training and enablement, and relationships with account and practice leaders at consulting firms.

Manager and Consultant, Strategic Services Jun 2019 – Feb 2022

- Led enterprise strategy execution engagements and owned 50+ executive relationships across 15+ accounts representing \$5M+ ARR, establishing OKR practices and operating rhythms that scaled across WorkBoard's customer base.
- Mentored and coached five new Strategic Services Managers and Consultants, and developed the core implementation methodology and training curriculum used to onboard new customer-facing consultants.

Pride ERG Lead May 2020 – Nov 2023

- Founded the company's LGBTQ+ employee resource group and built the governance framework later adopted by other affinity groups.

Rise Results Remote

Independent Consultant Mar 2023 – Dec 2024

- Facilitated leadership development workshops, employee listening sessions, and coaching engagements for high-growth clients.

Accenture PLC (Utilities Practice) Los Angeles Metro Area, CA

Management Consultant Nov 2016 – Jun 2019

- Delivered multiple multi-year, multi-million-dollar digital transformation programs in the energy sector for electric and gas utilities in the Pacific Northwest, leading business process redesign, operating model work, change management, and stakeholder engagement across IT, business, and customer care.
- Built reporting frameworks and workplans to drive delivery timeliness, accountability, and senior leadership alignment for a 150+ person program.
- Mentored analysts and interns on client delivery standards and program execution.

ADDITIONAL EXPERIENCE

MADabolic Washington, D.C.

Fitness Coach Jun 2025 – Present

- Coaches group fitness classes, developing movement competency for athletes at varying experience levels.

VOLUNTEER LEADERSHIP

Alzheimer's Association California and D.C.

Congressional Ambassador and Event Leader 2009 – Present

- Leads D.C. advocacy in Congress and at the City Council, with NIH Alzheimer's research funding increasing in every Congress since 2017, from \$1.4 billion to \$3.8 billion annually.
- Chaired Walk to End Alzheimer's in D.C. and San Jose, owning end-to-end event planning, volunteer coordination, and sponsor cultivation; grew D.C. fundraising 33% to \$867,000 and doubled San Jose fundraising to \$1,000,000.

Member, Board of Directors, National Capital Area Chapter Jun 2024 – Jun 2026

- Provided strategic oversight and governance for the National Capital Area Chapter, partnering with staff to cultivate programming and financial partnerships.

Seed Consulting Group (pro bono environmental and climate consulting nonprofit) Remote

Principal Consultant Mar 2024 – Jun 2024

- Led a business development strategy project for a Northeast watershed conservation nonprofit, with four of five recommendations adopted and implemented.
- Directed a volunteer consulting team of four, ensuring 100% retention and on-time delivery across a four-month engagement.

SELECTED PERSONAL PROJECTS

- Designed and built a personal CRM for relationship and network management end-to-end using Claude Code, shipped first as a progressive web app and later ported to native iOS.
- Designed and built a native iOS journaling application end-to-end using Claude Code, architected to support multiple users.

EDUCATION

Santa Clara University Santa Clara, CA

Bachelor of Science in Commerce, Finance Sep 2012 – Jun 2016

TOOLS & TECHNICAL SKILLS

Claude, Claude Code, ChatGPT, AI-embedded applications • Salesforce • Google Workspace, Office 365, Excel/Sheets • Notion • Project management tools