

KAREN K. BANNISTER

Chief of Staff-Level Executive Operations Partner

Specializing in executive alignment, strategic clarity, and leadership execution.

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EXECUTIVE SUMMARY

Strategic executive operations leader operating at the intersection of Chief of Staff execution and senior executive partnership. Trusted advisor to founders and C-suite leaders in complex environments, bringing clarity, structure, and forward momentum to organizational priorities.

Expert in executive office leadership, operating cadence design, cross-functional alignment, board communications, and enterprise execution. Known for bringing clarity to complexity — aligning executive vision, organizational priorities, and operational execution into cohesive forward movement. Brings a unique blend of operational rigor, executive presence, and brand-level thinking aligned with public and private companies.

CORE EXPERTISE

- Executive Office Leadership & Support
 - Chief of Staff Operations
 - Operating Rhythm & OKR Design
 - Strategic Planning Execution
 - Executive Communications
 - Cross-Functional Program Leadership
 - Organizational Alignment
 - Strategic Pattern Intelligence
 - M&A Due Diligence Support
 - Operational Risk Management
 - Budget Planning & Resource Allocation
 - Process Optimization & Systems Design
 - Executive Presence & Brand Alignment
 - AI & Digital Workflow Integration
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TECHNOLOGY SYSTEMS

- Microsoft 365 Suite (Advanced)
 - Google Workspace
 - Slack
 - Zoom
 - Asana / Trello / ClickUp / Notion
 - Salesforce
 - CRM Platforms
 - AI Productivity Tools
 - Board Portal Systems
 - Travel & Expense Systems
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SELECTED EXECUTIVE IMPACT

- Advanced ability to synthesize signals across organizational systems, people dynamics, and operational data to anticipate risks, identify opportunities, and support proactive executive decision-making
- Designed and managed executive operating cadence aligning leadership priorities across departments.
- Served as strategic extension of executive authority during growth and organizational transition.
- Led coordination across operations, finance, marketing, and brand functions.
- Reduced operational friction through process redesign and executive workflow optimization.
- Supported executive decision-making through structured briefings, analysis, and cross-functional coordination.
- Directed facilities and operational oversight for 400+ employee environment.
- Reduced vendor costs by 10–15% through renegotiation and optimization strategies.
- Designed and led training of administrative and operations teams.
- Created executive personal brand alignment by leveraging expertise in executive presence, communication, and personal presence marketing to support leaders in high visibility

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EXPERIENCE

Southwestern Consulting | Executive Assistant | Remote / Nashville, TN | 2021 – present

Trusted partner and assistant to Founding and Senior Partners in a fast-paced consulting organization, supporting enterprise-level priorities and leadership operations.

- Direct complex executive calendars, travel, and communications while maintaining alignment with strategic priorities.
- Plan and manage leadership meetings, offsites, and cross-departmental initiatives.
- Liaison between executives, internal teams, and external partners and clients.
- Anticipate and proactively resolve operational challenges to protect executive focus and effectiveness.
- Maintain strict confidentiality while entrusted with sensitive organizational and personal information.
- Create and manage operational processes that support client engagement, workflows, and internal coordination

KKBI | Executive Operations & Personal Branding Consultant | US/Remote | 2019 - present

Strategic consultant partnering with executives and founders to align operational infrastructure, executive presence, and personal brand strategy to support leadership clarity, visibility, and scalable execution.

- Design executive operating structures and workflow systems to improve strategic alignment, communication flow, and organizational efficiency.
- Guide leaders in aligning personal brand identity, executive presence, and messaging to enhance influence, visibility, and stakeholder engagement.
- Serve as a trusted advisor across operations, image strategy, and leadership positioning, translating vision into structured action plans.

Masimo Corporation | Executive Business Partner | CA | 2017 - 2019

Supported multiple C-level executives in medical device public company environment.

- Directed M&A due diligence coordination and executive planning processes.
 - Customer Experience Center Manager, guided operations hosting international delegations.
 - Planned and executed corporate events, communication systems, vendor relationships, and compliance efforts
 - Created succession planning systems in collaboration with HR leadership.
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EDUCATION & CERTIFICATIONS

- BS, Business Administration – Southern New Hampshire University (Summa Cum Laude)
 - AI Proficiency Certification – Superhuman AI Academy
 - Certified Life Coach – Certified Life Coach Institute
 - Certified Image Consultant – Association of Image Consultants International
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ACHIEVEMENTS & PROFESSIONAL AFFILIATIONS

- Author – *Close the Gap: 7 Transformational Steps to Move You from Today to Tomorrow*
- Public Relations Society of America – Member
- American Marketing Association – Member
- American Society for Administrative Professionals – Member
- International Association of Administrative Professionals – former Pacific Branch Director
- Association of Image Consultants International – Member and former Global VP of Business Development
- Nominee – Orange County Business Journal “Women in Business Awards”