

Cara Bernstein Chernoff

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Summary

As a lifelong learner with 17 years of experience, I provide thought leadership and strategy to organizations. I've served as a Chief of Staff to the CEO of a growth-stage company, managing project administration, strategic planning, OKR and KPI tracking, people team oversight, and IT operations. Additionally, I'm a training and development guru who has implemented 7+ career and professional development programs with a community focus. I'm also a tech geek, growth mindset embracer, avid baker, and streaming service collector and explorer.

Skills

Learning and Development, People Leadership, Strategy, Change Management Leadership, Thought Leadership, Training and Development, Organizational Development, Adult Learning Theory, Event Planning, Human Resources (HR), Implementation, Instructional Design Management, Market Research, New Hire Onboarding Creation, Operations Management, Policies and Procedures Creator and Interpreter, E-Learning, Employee Training, Cross-Functional Team Leadership, Program Management, Professional Development, Collaborative Problem Solving, Creativity, Project Planning and Management, Strategic Partnerships, Subject Matter Expert Management, Employee Experience Engagement, Innovation, Leadership Development

Related Work Experience and Achievements

Chief of Staff, *Ama La Vida*, Chicago, IL/Remote, 05/2022-03/2023

- Increased CEO and Chief Coaching Officer leadership efficiency.
- Redesigned and launched an onboarding training and development program for coach contractors.
- Planned and executed 5-star reviewed full-time team offsite retreat and development event.
- Transformed departmental effectiveness of OKR process through the launch of a new tracking system using Notion and Scribe in one quarter.
- Strengthened People Operations effectiveness through management of area & redesign of hiring processes.

Senior Product Development Specialist, *Stride, Inc.*, Reston, VA/Remote, 09/2021-04/2022

- Roadmapped four Information Technology career learning paths including offerings for technical support and networking target audiences.
- Identified and developed relationships and partnerships with two third party tools and content providers.
- Increased collaboration and content delivery efficiency by connecting instructional design teammates and subject-matter experts.

Head of Galvanize K-12 Product Development, *Galvanize, Inc.*, Denver, CO/Remote, 04/2020-09/2021

- Ensured on-time delivery of product by personally handling D2L LMS integration of course content.
- Forged a relationship with cross-company leaders post acquisition to find collaboration opportunities.

Campus Lead & Counselor, *Hack Reactor Software Extended Immersive*, Denver, CO/Remote, 03/2018-03/2020

- Cultivated a successful software engineering career prep program for over 665 students resulting in possible conversion of over \$10.5 million in unrealized revenue.
- Received an average NPS of 80 and 4.69-star rating serving as a Hack Reactor program evangelist.

Education

- **Doctor of Philosophy (Ph.D.), Curriculum & Instruction: Higher Education Administration**, *University of South Florida*, Tampa, FL
- **Graduate Certificate in Career Counseling**, *University of South Florida*, Tampa, FL
- **Master of Education in Student Personnel in Higher Education**, *University of Florida*, Gainesville, FL
- **Bachelor of Science in Management in Marketing & Information Systems**, *Tulane University, A.B. Freeman School of Business*, New Orleans, LA

Certifications

- **Senior Product Manager Certificate**, anticipated April 2023, *Product School*
- **Product Manager Certificate**, April 2022, *Product School*