

Vicki Chilton

INDEPENDENT CONSULTANT/CHIEF OF STAFF

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AREAS OF EXCELLENCE

Budget Oversight	Business Development Support	Capture Management Support
Cross- team Collaboration	C-Suite Leadership Support	Event Management
Federal Contracting	Grant Administration	Market Intelligence
Process Development	Process Management	Project Management
Proposal Management	Strategic Communications	Strategy Development

CIA-trained leader with over 20 years of experience enhancing the effectiveness and productivity of key leaders and their teams. Accomplished, results-driven manager distinguished for writing exceptional winning proposals for commercial, Government, and non-profit/NGO contracts and grants. Known specifically for applying intelligence tradecraft to developing and implementing cost saving, efficiency generating administrative and BD programs for start-ups and acquisition-oriented businesses. Reputed for superior organization, project management, and time management skills coupled with exceptional attention to detail and outstanding analytical capabilities.

SELECTED ACCOMPLISHMENTS

- Wrote **\$10M of winning proposals in five years** as Proposal Manager and realized **76% overall win rate**.
- Led partnership efforts with Government, NGO, non-profit, and commercial organizations, resulting in **award of nearly \$14M in contracts** over five years.
- **Boosted proposal development accountability by 100%** through the implementation of project management software, ensuring timely completion of tasks and timelines.
- Pioneered development of a critical pipeline analytics tool **enabling daily C-suite and Board reporting on >\$200M in leads** and led company transition to Salesforce, **increasing by 25% line management accountability for operational and BD reporting**.
- Received a **Meritorious Unit Citation and individual recognition** for coordinating logistics behind **relocation of 700+ intel officers with a combination of up to 15 classified networks each**; minimizing costs and operational disruptions during transition.
- Built international finance team, coached and mentored team members, and led contract and budget forecasting, **improving burn rates and increasing profitability by 15% over 8 months**.
- Led development of processes and systems for financial management and analytics, enabling **growth of startup value from \$58k to \$10M with \$0 debt and \$2M in cash**; Paid **\$5.5M in accounts payable** and issued **\$7.5M in invoices** over five years with little to no oversight.
- **Improved mission readiness by 80%, reduced by 50% the time operational managers were pulled off ops to perform training**, and **improved effectiveness of training program** by conducting comprehensive gap analysis between available courses and mission critical skills and developing multi-year curriculum, including production of online CBT.
- Implemented a cost-effective contract lifecycle management software, resulting in a **75% reduction in contract drafting time**, **50% reduction in time for collaboration**, and **100% improvement in accountability** for the lifecycle management of over 200 contracts.
- Produced over **350 classified intel products for Office of the US President (POTUS) & senior Government and DoD leaders**.
- Earned an **Exceptional Performance Award** for writing a leadership assessment that served as the basis for CIA written products and briefings to Congress on a controversial Iraqi figure, affecting Congress' decision to withdraw millions of dollars and significant political support from said figure, who later was found to be corrupt and a fabricator of false intelligence.
- Helped develop new classified database systems for retrieval of raw and finished intelligence products, resulting in **90% reduction in retrieval times** following influx of unprecedented amounts of intel from Iraq after 2003 invasion.
- Served as the Iraq Group's point of contact for coordinating assessments on the validity of **proof of life videos of Saddam Husayn** during the Iraq War and was a project lead for the development of the **Iraqi "Personality Identification Playing Cards."**
- Mentored a team of 12 military intelligence analysts in a Joint Command, improving the team's analytic tradecraft and expanding their military-centric approach, thus **increasing product output by 20% and customer satisfaction by 15%** over two years.

EDUCATION

Graduate Studies Middle Eastern Studies • University of Texas • Austin, TX, USA

Bachelor Of Arts Political Science & History • Texas State University • San Marcos, TX, USA

Held TS/SCI clearance with Lifestyle Polygraph

WORK EXPERIENCE

Vicki Chilton Independent Consultant/Chief of Staff • Remote • 01/2024 - Present

Independent Consultant

- Enable CEOs to be more productive and effective by working behind the scenes as a strategic thought partner, problem solver, and Swiss Army Knife-like, roll up your sleeves "doer."
- Deliver on-point proposal management and winning strategy development.
- Enhance brand recognition by devising impactful capabilities briefings and targeted marketing materials.
- Write detailed plans, compelling briefs, and engaging presentations on behalf of CEO, improving strategic communication with key stakeholders for increased customer engagement.
- Integrate innovative home-grown and Tech Stack tools and processes for team operations and collaboration, leading to improved project timelines and team communication.

Integrum Scientific • Remote • 01/2024 - Present

Infectious Disease Advisory Board Member, Co-Founder, Co-Owner

- Provide strategic analysis and insights to increase company revenue and support growth goals.
- Lead company's proposal management from opportunity analysis to strategy development, including expert writing, editing, pricing, and reviews.
- Provide recommendations for improving internal processes, optimizing workflows, and ensuring operational efficiency.

Integrum Scientific • Remote • 11/2018 – 12/2023

Chief Of Staff, Co-Founder, Co-Owner

- Worked closely with CEO as trusted and discrete confidant to plan strategy and key projects, ensuring execution of projects aligned with strategic priorities and initiatives.
- Led all day-to-day rhythms, including BD, finance, HR, and contracts, with integrity, focus, high EQ, diplomacy, and stability under pressure resulting in rapid startup growth.
- Autonomously managed key CEO projects, business initiatives, and operations as a liaison with senior leaders.
- Designed all marketing material and social media posts, including strategic communications for CEO, leading to increased company recognition and improved market position.

Clinical Research Management • Remote • 01/2016 - 11/2018

Senior Market Intelligence Manager

- Implemented competitor research and analysis program, facilitating improved decision-making by C-suite leadership.
- Identified key opportunities for growth by assessing competitors' capabilities and financial standing.
- Created competitive business intelligence to drive BD and Capture and prepare C-suite executives for key leadership engagements.
- Analyzed the company's internal Pipeline and Capture Efforts to provide recommendations for strategic growth initiatives.

Taurean And Clinical Research Management • San Antonio, TX, USA • 07/2013 - 01/2016

Proposal Manager

- Achieved competitive advantage by managing the development of clear, compliant, and compelling proposals.
- Created a proposal repository, reducing proposal response times and enabling production of concurrent responses.
- Increased company visibility through development of marketing materials, including company website. Improved brand recognition and client engagement.

CIA and Multiple Defense Contractors • Washington DC and San Antonio, TX • 05/2000 - 07/2013

Intelligence Analyst

- Conducted all source intelligence analysis on Iraq's political and leadership figures, cyber security, and key leaders, networks, and terrorist organizations in the AF/PAK AOR to advise senior policymakers and military leaders on national security.
- Authored strategic communications, organized action items, managed special projects, and developed creative solutions for a 1,000 person highly sensitive organization, serving at once in the capacity of an Executive Officer, training specialist, action officer, and graphics artist.
- Developed and delivered tailored threat briefings on the tactics, techniques, and procedures of intrusion sets known to be targeting DoD systems and networks, including assessments of adversaries' threat signatures and actors.
- Drafted analysis for the President's Daily Brief (PDB) for POTUS, the Senior Executive Intelligence Brief (SEIB) for senior policymakers, multiple Intelligence Analyses (IAs) for the intelligence community, and weekly threat products for the Secretary of the Air Force.