

Do the *tasks* of running your business leave little room for *growing* your business?

I am Vicki Chilton. I help executives keep ***the main thing*** the main thing.



FOCUSED

I don't settle for "B" work. I devote all my energy and attention to a chosen few clients and give my heart and soul to their pursuits, channeling a laser-like focus and unwavering passion to produce the BEST work possible.



EXPERIENCED

With more than two decades of battle-tested skills in Government, DoD, and NGO/non-profit arenas, I bring world class training and experience, ensuring innovation and a fresh perspective for your projects.



DETAIL ORIENTED

Are you a visionary in need of a details person? I'm your "go-to" to get the job done. I help you define the step-by-step details and then help execute them so your vision can be defined, planned, communicated, and - most importantly - **ACHIEVED!**

Task me with your challenges. Let's get them out of the way so you can focus on the MAIN thing - realizing your vision.



VICKI.CHILTON@GMAIL.COM

(210) 380-0808

[HTTPS://WWW.LINKEDIN.COM/IN/VICKICHILTON](https://www.linkedin.com/in/vickichilton)



Menu of Services

For more than twenty years, I've been mastering a unique set of skills across a variety of industries. My toolkit enables leaders to be more productive and more effective in their operations and strategic interactions.



BD & Strategy

Need help tackling a new objective or writing a proposal? I can help with:

- *Proposal Support*
- *Strategy Development*
- *Capabilities Briefings*
- *Marketing Materials*



Project & Process Management

Have a special project you need completed or need new/revised processes to maximize your operational efficiency? I can provide:

- *Special Projects*
- *Process Development*
- *Tool Development*



Operations & Business Administration

Need help planning an appearance at an upcoming conference or hosting a special event? Need an extra hand with corporate tasks? I can help with:

- *Conference Planning*
- *Meeting & Travel Coordination*
- *Contracts Review*
- *Financial Analysis*



Business Intelligence & Analysis

Getting ready for a meeting and need to know more before you walk in? Want to analyze your own performance metrics? I can provide:

- *Leadership Bios*
- *Organizational Profiles*
- *KPI & Gap Analysis*
- *Opportunity Analysis*
- *After Action Reports*



Strategic Communications

Need help defining and communicating your vision to your team or external audiences? I can help with:

- *Defining Vision*
- *Defining Action Plans*
- *Drafting & Refining Speeches, Briefings, Memos, and more*