

# KATE MATTHEWS

New York, NY · katematthews@gmail.com · 123.456.7890 · linkedin.com/in/kate-matthews

## CHIEF DIGITAL OFFICER

EXECUTIVE LEADERSHIP | STRATEGIC GROWTH INITIATIVES | DIGITAL TRANSFORMATION | PRODUCT DEVELOPMENT

**Forward-thinking executive with career track record of creating strategic technology roadmaps** to maximize efficiency, profitability, and customer relations. Oversees multimillion-dollar budgets and steers high-stakes projects. Talent for envisioning and executing top-tier initiatives impacting overarching organization goals. Respected reputation for ability to build and empower top-performing teams. Repeated success leading transformation initiatives, digital product development, and commercialization strategy.

**High emotional IQ with quiet confidence and outward focus** on improving company position, team retention, and overall culture. Comfortable addressing small and large groups. Invited to deliver keynote address at industry conference.

### Areas of Expertise

Technology Innovation and Execution | Change Agent | Artificial Intelligence (AI) | Machine Learning (ML)  
Strategic Planning and Technology Roadmap | Budgeting and Financial Analysis | Policy and Procedure Development  
Stakeholder Relations | Cloud Computing | Predictive Data | User Experience | Risk Management | Financial Administration

## PROFESSIONAL EXPERIENCE

**ABC MANAGEMENT | New York, NY | 05/2021 – Present**

**Chief Digital Officer / VP Digital Transformation**

Drive corporate technology strategy in alignment with organization's business goals, making day-to-day decisions impacting infrastructure, engineering, security, and operations. Oversee \$6M budget and 15+ technology team members, including Vice President of IT and Business Intelligence Director. Advance and scale digital transformation; integrate ML to deliver predictive analysis. Guide agile team through development, testing, and deployment sprints. Serve as information resource and subject matter expert in evaluating technical decisions and determining trajectory of organization's technology footprint.

- **Recruited digital experts' team** to accelerate digital design, build, and scale operations capabilities, working across sectors and functions to maximize technologies into processes generating value for clients.
- **Led development of organization's first technology roadmap**, creating an integrated system to perform analysis of key factors impacting decision-making and ultimately improving ROI and profitability.
- **Built digital mote to optimize competitive positioning** and mitigate opportunity for competitors to capture market share.
- **Influenced ~1,000 internal customers** in viability of technology products and potential benefits, gaining cross-functional support, promoting pre-launch training, and facilitating smooth on-boarding.
- **Implemented data lake houses and groupwide dashboard** to support performance features, business intelligence, and analytics capabilities.
- **Formed Application Development Team** and DevOps process to streamline efforts, build cohesion, and foster continuity.

**XYZ POWER | New York, NY | 01/2020 – 08/2021**

**Co-Founder / Chief Technology Officer / Chief Digital Officer**

Established core technical initiatives for energy startup focused on creating scalable net zero carbon electricity. Handled engineering, IT, and investment sourcing/management for first zero-emission natural gas power plant in western Canada scheduled for 2025 launch.

**123, INC. | New York, NY | 04/2018 – 04/2020**

**Vice President, Global Digital Transformation**

Founded organization's first enterprise-wide digital transformation program and positioned organization as the world's leading digital and innovation integrated service company. Served as transformation Change Manager; defined vision, built team, developed infrastructure, and deployed key digital strategies.

- **Established four Digital Centers of Excellence** across Engineering, Construction, Operations, and Lifecycle to eliminate historically siloed groups, transform culture, and strengthen digital collaboration.
- **Charted roadmap to embed digital technologies** into organization-wide processes and structures.
- **Initiated plan to further scale and commercialize** next generation technologies, including AI, drones, and 3D designs.

#### **ABC-123, INC | New York, NY | 01/2013 – 03/2018**

##### **Senior Project Director, Business and Project Development (Oil and Gas)**

Commanded business development and equity participation in oil and gas projects ranging from \$2B to \$14B. Led proposal / RFP process. Collaborated with finance partners, and served as Project Director on major engagements in Canada and Middle East. Identified areas of inefficiency and initiated support system to deliver rapid turnaround results. Established strategic goals and objectives for business and all product lines.

- **Created commercialization, partnering frameworks**, and flexible commercial solutions to accelerate project results.
- **Fostered relationships with project finance architects**, investors, project financiers, and debt providers; routinely identified opportunities not accessible to competitors.
- **Held role of Project Director on major client engagements**, including ABC Corp (\$14B) refinery project, 123 Energy Corp (\$2B) turnaround engineering project, and XYZ Development Company turnaround engineering contract project resulting in recovery of 2 months lost time along with on-time/on-budget project delivery.
- **Awarded “Oil and Gas President’s Award”** for significant achievements and management of multibillion-dollar initiatives.

#### **456, LTD. | New York, NY | 01/2011 – 01/2018**

##### **President and Founder / Chief Technology Officer**

Conceived and launched technology venture, building and commercializing mobile white-label food ordering app sold to small- to mid-sized restaurant chains and independent locations across Canada, US, and UK. Envisioned concept, guided design, development, and sourcing of contractors and strategic partners.

- **Bootstrapped into profitable business**, working alongside partner to build monetization infrastructure.
- **Designed and embedded AI engine** to gather crucial customer/client intelligence impacting business growth.

#### **ABC SOLUTIONS | New York, NY | 01/2009 – 01/2012**

##### **Project Manager / Corporate Development**

Oversaw multiple projects within oil mine, including engineering / procurement of cogeneration station, design-one-build-many strategy and implementation, and design / installation of innovative weight control management system.

- **Contributed to aggressive growth strategies**, capitalizing on revenue opportunities in oil and gas and shale gas sectors.
- **Realized major cost savings and bottom-line profitability**, achieving \$12B in predicted project costs for ~\$8B.

#### **ADDITIONAL EXPERIENCE**

ABC Engineering, Project Manager / Corporate Development; 123 Solutions, President / Lead Project Manager; XYZ Corp, Manufacturing Analyst; ABC Development, Wireline Field Engineer

**Founded inaugural program** and oversaw design and manufacture of solar car in only 9 months with \$400K budget - won '05 World Solar Championship in our class. Delivered all project milestones on schedule and within budget.

### **EDUCATION AND PROFESSIONAL DEVELOPMENT**

College University, New York, NY | **Master of Management in Artificial Intelligence**

College University, New York, NY | **Master of Science, Mechanical Engineering (Robotics and Automation)**

College University, New York, NY | **Bachelor of Science, Mechanical Engineering**

**Six Sigma Black Belt**

# Do You Need More Help With Your Executive Resume?



See how we can help! >

## EVERY EXECUTIVE RESUME INCLUDES:

-  Sleek and modern resume design
-  ATS and 6-second test optimization
-  Fully customizable Word and PDF versions
-  Unlimited revisions
-  3-5 business day turnaround
-  60-Day Interview Guarantee
-  One-on-one strategy call with your resume writer



See Packages and Pricing >

 Trustpilot



4.9/5  
stars



640+  
reviews

 sitejabber



4.9/5  
stars



180+  
reviews

Google  
Reviews ★★★★★



4.8/5  
stars



170+  
reviews



4.9/5  
stars



30+  
reviews

Contact us today to learn more!

[help@findmyprofession.com](mailto:help@findmyprofession.com) | [831-888-0967](tel:831-888-0967)