

John Cianciarulo

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CHIEF OF STAFF

Strategic Partner / High-Level Messaging / Community Engagement

Chief of Staff offering 10+ years of progressive experience in being a strategic partner to executives and serving as trusted advisor who makes life easier and does what needs to be done while maintaining calm demeanor. Success in guiding executives in working on most important items, providing insights to make better and faster decisions, and playing critical role in internal matters. Passionate advocate successful in driving organization's mission; directing instructional programs to meet the needs of internal and external stakeholders; and building top-performing teams committed to success of each staff. Senior leadership experience serving hundreds of staff across multiple departments, with expertise in development, implementation, evaluation, and continuous improvement of processes and programs.

Core competencies include:

- Philosophy, Mission & Vision Setting
- Policy Design & Implementation
- Operational & Process Improvements
- Interpersonal Skills / Relationship Building
- Stakeholder Involvement
- Forward-thinking Solutions
- Strategic Communications
- Negotiations
- Training & Development
- Grant Funding

PROFESSIONAL EXPERIENCE

WESTWOOD PUBLIC SCHOOLS, Westwood, MA

Executive Assistant to Superintendent (August 2017 – Present)
Assistant to Assistant Superintendent (October 2015 – August 2017)
Administrative Assistant (July 2011 – October 2015)
Elementary Teacher (September 2003 – June 2011)

Serve as a strategic partner and primary point of contact to keep Superintendent focused on responsibilities that demand utmost attention and handle Superintendent's less urgent responsibilities.

Current overall responsibilities:

- Build trusting relationship with Superintendent, serving as strategic partner to executive leadership team for elite public school system, driving initiatives and making connections to promote school system's mission and objectives.
- Handle day-to-day operations of Superintendent's office.
- Lead strategy development and interact with internal and external stakeholders.
- Represent Superintendent on committees and with senior-level staff and shareholders to accomplish school system's objectives and promote its mission.
- Prepare internal and external communications to publicize information to stakeholders.

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- Execute all event planning for executive and board meetings, including logistics for event attendees.
- Administer million-dollar budgets and schedule management reviews.
- Work collaboratively and strategically across departments.
- Compose hundreds of communications spanning diverse topics and applying skills in clear, concise writing to ensure intended message is conveyed.
- Monitor school operations to proactively manage and resolve issues.

Selected accomplishments:

- Managed logistics for public school system with **3,000 students, 300 professional staff, and 100 support staff**, improving and creating processes for maximum efficiency and success.
- Simplified Superintendent's schedule and responsibilities by **servicing as point of contact** between Superintendent and school staff and families.
- Collaborated with Superintendent and Committee Chair to guide work of School Building Committee, coordinating with builder and architect and **servicing as primary contact** for updates on project status.
- Organized and facilitated two boards, **acting as extension of Superintendent** and ensuring vital messages are conveyed and Superintendent stays informed.
- Automated systems to create web-based applications that **reduced errors and increased data accuracy**, enabled digital time tracking, and provided real-time information access.
- Served on development committees, bringing **thoughtful, innovative ideas and knowledge** to advance school system's mission and Superintendent's goals.
- Participated in **interviewing, selecting, hiring, and developing** staff.
- Wrote seven grant applications, resulting in **funding of nearly \$40,000** for professional development programs.
- Launched numerous recruiting events, **representing the Superintendent and school system** with competence and professionalism.

EDUCATION & CREDENTIALS

NEW ENGLAND COLLEGE — Henniker, NH
Master of Arts in Professional Writing

UNIVERSITY OF MASSACHUSETTS LOWELL
Bachelor of Science in Information Technology

UNIVERSITY OF MASSACHUSETTS BOSTON
Bachelor of Arts in English