AMY AXELROD

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AI Case Studies & Personal Statement

Phoenix, AZ - Open to relocation to the San Francisco Bay Area

SUMMARY

Operations professional skilled at creating clarity in complex environments. I draw on mental models (first principles, design thinking, systems thinking) and my humanities background (art, philosophy, history) to transform dense information into practical solutions.

WORK EXPERIENCE

Chief of Staff | PRIVATE FAMILY OFFICE
Multiple Locations, based in Phoenix, AZ, November 2025 - September 2026

- Independently owned executive operations and communications for a high-profile philanthropist and emerging artist, defining strategic objectives and ensuring preparedness across meetings, events, board commitments, and an extensive travel schedule.
- Co-authored TEDx Talk, prepared 30+ briefings for meetings with leaders across industries, developed the principal's personal brand, created 130+ original social media assets, and planned engagements for high-profile individuals.
- Implemented organizational systems, workflows, and automations in Trello, Outlook, Zapier, and Calendly to manage competing priorities.
- Position impacted by principal relocation and team restructuring.

Premium Onboarding Partner | DoorDash
Tempe, AZ, January 2025 - November 2025

- Managed successful activations of 70+ concurrent merchant cases while meeting both team and cross-functional goals, activating hundreds of merchants in total across the United States.
- Implemented process improvement initiatives across the onboarding process, including internal and external AI tools to drive merchant success, resulting in faster activations.
- Resolved recurring onboarding blockers and escalations by synthesizing dense instructions and communicating effectively with cross-functional partners and merchants.

Project Coordinator | Berghoff Design Group
Phoenix, AZ, April 2023 - January 2025

- Led end-to-end luxury landscape projects for a multi-award-winning design studio, managing 20+ concurrent projects with budgets ranging from ~$450,000 to $1,000,000+.
- Drove projects to completion by collaborating with designers, builders, vendors, and clients, ensuring adherence to budget, scope, and timelines.
- Adapted quickly to improve processes by resolving cost and scheduling bottlenecks, reducing project timelines, value-engineering budgets, and managing dependencies across the entire project lifespan.

Co-Founder | Phoenix Chess Club
Phoenix, AZ, June 2022 - January 2026

- Created both club identity and original branding, including 150+ social media assets, reaching 2,000+ followers on Instagram and attracting hundreds of attendees across meetups.
- Owned management of 8+ weekly meetups, monthly tournaments, and several community activations. Partnered with local businesses and organizations to make over-the-board chess widely accessible to players of all levels.

SKILLS

- AI Tools: Claude, ChatGPT, Zapier
- Workflow: Microsoft Suite, Google Suite, Trello
- Data: SQL, Airtable, Excel
- Design: Figma, Canva

CORE COMPETENCIES

Process improvement, research & synthesis, strategic planning, issue resolution, escalation management, cross-functional collaboration, AI Workflow Design.

INTERESTS

History (design, technology, general), art, technological innovation and applications, chess, hot yoga, volunteering.

CERTIFICATIONS

Claude Academy: AI Fluency: Framework and Foundations, Claude 101
OpenAI Academy: Applied AI Foundations
Kaggle: Intro to SQL Certificate

EDUCATION

Arizona State University — Completed 91 credits toward B.A. in Art History, 2015-2021
I.B. Diploma, 2015