

JACOBY WILLIAMSON

PROJECT & PROGRAM MANAGEMENT LEADER

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PROFESSIONAL SUMMARY

Project and program management leader with over 12 years of experience directing complex initiatives, improving operational processes, managing budgets and resources, and coordinating cross-functional teams in high-stakes environments. Proven ability to translate strategic priorities into executable plans, build repeatable workflows and reporting systems, track performance against goals, and drive projects from planning through completion. Experienced in program and project management, process improvement, budget and resource management, stakeholder engagement, and AI-enabled workflow optimization.

CORE COMPETENCIES

- Project Management
- Strategic Planning
- Budget & Resource Management
- Cross-Functional Coordination
- Performance Tracking
- Team Leadership
- Program Management
- Process Improvement
- Workflow Management
- Stakeholder Management
- Operational Planning
- AI-Enabled Workflow Optimization

PROFESSIONAL EXPERIENCE

United States Marine Corps | Chicago, IL

04/2025 - Current

Officer Recruiter & Operations Manager

Lead a 5-person operations and recruiting team, establishing priorities, assigning work, tracking progress, and maintaining execution across concurrent initiatives.

- Manage annual operational budgets, resource allocation, and performance reporting across recruiting initiatives, events, training activities, and stakeholder engagements.
- Manage project timelines, recurring reporting, and performance metrics to keep recruiting, training, and administrative requirements on schedule.
- Develop standardized processes, trackers, and workflows that improve visibility, accountability, and continuity across team operations.
- Coordinate initiatives with university administrators, military leadership, contractors, and community partners, aligning stakeholders on requirements, timelines, and execution.

United States Marine Corps | Camp Pendleton, CA

01/2024 - 04/2025

Executive Assistant to the Commanding General

Supported the Commanding General of a 40,000+ person organization, coordinating executive priorities, cross-functional initiatives, communications, and operational engagements across military, government, and community stakeholders.

- Managed the executive operating rhythm for 30-50 weekly engagements, coordinating priorities, timelines, briefing materials, stakeholder requirements, dependencies, and follow-up actions.
- Planned and executed 100+ annual executive travel and site-visit movements, managing complex logistics, schedules, transportation, security coordination, and last-minute changes.
- Coordinated executive meetings, briefings, and decision-support activities across Department of Defense leadership, joint commands, civilian agencies, and internal functional teams.
- Served as a central liaison between executive leadership, senior staff, government officials, and partner organizations, ensuring timely information flow and stakeholder alignment.

United States Marine Corps | San Diego, CA

07/2022 - 01/2024

Communication Strategy & Operations Director

Directed strategic communications operations for installation leadership, translating organizational priorities into coordinated execution across internal teams, external stakeholders, and high-visibility public engagements.

- Led a 10-person cross-functional multimedia team, managing priorities, workflows, and execution across concurrent projects.

- Directed communications operations for large-scale public events and community engagements, managing planning requirements, stakeholder coordination, timelines, and execution.
- Developed communication plans, messaging frameworks, and standardized coordination processes to support executive leadership during major events, public incidents, and organizational initiatives.
- Managed high-visibility, time-sensitive communications during public incidents, rapidly organizing information, aligning stakeholders, and developing leadership messaging under changing conditions.

United States Marine Corps | San Diego, CA
Intelligence Specialist

08/2013 - 07/2022

Led analytical teams responsible for intelligence production, operational support, process development, and training across high-tempo environments.

- Led and developed a 25-person analytical team, establishing operating procedures, work priorities, quality standards, and performance expectations.
- Managed recurring intelligence production cycles and analytical projects from tasking through completion, coordinating deadlines, dependencies, quality control, and final delivery.
- Developed standardized workflows, documentation, and operating procedures to improve consistency, accountability, and continuity across team operations.
- Built and delivered training programs to strengthen analytical capability, improve onboarding, and prepare personnel for evolving operational requirements.
- Used structured analysis and operational data to identify information gaps, support decision-making, and improve the quality and timeliness of intelligence products.

EDUCATION

Liberty University

Master of Education in Curriculum & Instruction 05/2024

University of Kansas

Bachelor of Arts in African & African American Studies 05/2021

TECHNOLOGY & TOOLS

Microsoft Excel (Advanced Formulas, Data Analysis & Trackers) | PowerPoint | Google Workspace | Slack | ChatGPT & Generative AI Platforms | Workflow Automation