

CHELSEA FERRELL JEWELL

EXECUTIVE OPERATIONS & ADMIN

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ABOUT

According to the people who know me best – from husband to colleagues to siblings & more – I am:

driven / funny / hardworking / intelligent / loyal / organized / patient / social / strategic / thoughtful / & more [here](#)

EXPERIENCE

DIRECTOR OF OPERATIONS

Hoskinson Family Office | 2025 - present

Serve as trusted partner to the CEO across a complex, multi-venture portfolio, overseeing private aviation, executing high-value purchases & owning core operating infrastructure: signature processes, databases, entity tracking, document retention, etc. Draft documents, review CEO-facing content & contribute strategic context for decisions & special initiatives. Lead a 4-person team & handle day-to-day line management (ex. approve PTO, expense reporting) for execs reporting to the CEO.

EXECUTIVE ASSISTANT TO CEO

IO Global & Hoskinson Family Office | 2023 - present

Own complex scheduling & travel logistics spanning multiple time zones, serving as primary liaison for all internal & external stakeholders. Capture real-time notes & directives in meetings, converting into trackable actions. Maintain fluency across diverse ventures, including blockchain, biotechnology, healthcare, gaming & ranching. Serve as interim Chief of Staff for 11 months, learning to steward & strategically mobilize CEO's extensive network while safeguarding highly sensitive information for an UHNW principal. Extensive travel accompanying the CEO.

OFFICE & PROPERTY MANAGER

IO Global | 2022 - 2025

PROPERTY MANAGER & SR. ADMIN SPECIALIST

Gibbons-White, Inc. | 2014 - 2022

Managed a portfolio of 35 commercial properties (associations & privately-owned), while supporting a team of 20 as a high-level admin. Led marketing operations & supervised / trained multiple roles across the organization.

More on [LinkedIn](#)

EDUCATION / CERTS

B.A., INTERNATIONAL SPANISH FOR THE PROFESSIONS

University of Colorado-Boulder | 2013

NOTARY PUBLIC

State of Colorado | Expires 2028

License 20164009813

SKILLS & TOOLS

- Accounting / Budgeting
- AI – ChatGPT, Claude, Perplexity
- Attention to Detail
- Contract Review / Negotiation
- Customer Service & Communication
- Design – Adobe Creative Suite, Canva
- Digital Signatures – Adobe, DocuSign, Dropbox/Hello
- Emotional Intelligence (EQ)
- Expense Reporting – Brex, Concur, Ramp
- Marketing (Listservs, SEO, Social, Web Dev)
- Office Suites – Google, Microsoft
- Project Management & Tracking – Jira, Todoist, Trello
- Proofing / Design Eye
- Systems Implementation

VOLUNTEERING

FOUNDER & ADMIN

The Mom Hive | 2019 - present

Oversee >1,600 members & content in online community, creating / enforcing group rules & building community through posts & events (both in-person & virtual).

BOARD VP & COMMUNITY AFFAIRS COUNCIL REP

Bolder Young Professionals | 2018 - 2021

Plan & attend all meetings / events. Represent young professionals on policy-driven local business council.
