

Cleo Raven Zins

Strategic, organized,
analytical, mindful, discreet.

Dissent-farmer,
consensus-builder.

Super good at
self-deprecation.

Let's talk soon.

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Professional Experience

Raven Academy

Founder, ACT & SAT Tutor, March 2020-present

As one of only a handful of individuals to ever be [fully certified by the ACT organization](#) in all five of the test's subject areas—and the only one on the west coast—I've merged my tutoring credentials with my operations and finance chops to form Raven Academy. We provide world-class mindfulness-based ACT & SAT prep for students at private high schools throughout Silicon Valley, along with free need-based test prep for area BIPOC students.

Base Ventures ([website](#))

Vice President of Operations, Jan 2018-Feb 2020

Acted as right hand of Erik Moore, the fund's founder and managing director. Led weekly leadership meeting to ensure follow-through and adherence to deadlines by routinely managing up. Assumed ownership of founder's calendar and fielded his incoming correspondence. Assisted partners in preparation for keynotes, award acceptances, panels, and interviews.

Streamlined company's LLC structure, compliance procedures, and annual audit process—resulting in partners being nearly removed from the tedious processes altogether. Oversaw tax filings and payments, and reorganized company's recordkeeping. Recruited, trained, and developed personnel and partnered with UC Berkeley to advance company's internship program. Facilitated founder's philanthropic endeavors. Budgeted and planned events for active and prospective LPs.

i.e. network ([website](#))

Chief of Staff to CEO, 2015-2017

Served as day-to-day extension of the CEO. Provided support as cross-departmental leader. Screened and fielded all incoming communications to the CEO. Conducted as-needed project management and budget guidance for divisional leaders in finance, sales, research, digital strategy, and production. Owned P&L, balance sheet, cash flow, and weekly executive summary for CEO and stakeholders. Facilitated and set agenda for weekly leadership meetings in sales, strategy, and finance. Designed and—after seeking input and dissent—occasionally redirected several of the company's most successful strategic initiatives, including a new video production vertical and an exit from direct social media management.

Having begun my time with i.e. network as an executive assistant, I served as a trusted advisor and sponsor for staff members wishing to elevate their talent and maximize their potential within (and outside) the organization.

BringMeTheNews & i.e. network

Director of HR + Finance, 2013-2014

Executive Assistant to CEO, 2010-2012

Managed recruiting process from drafting job descriptions through interviewing and onboarding. Developed employee handbook, seeking interdepartmental input from entry level to senior staff. Designed and administered employee benefits program. Authored and presented quarterly reports to Board of Governors and stakeholders, in close concert with CEO. Advanced two funding rounds alongside CEO.

Managed payroll, payables/receivables, monthly P&L/Balance Sheet/Cash Flow reporting—and authored weekly executive summary of financial position. Reserved and confirmed complex domestic and international travel arrangements. Researched and implemented scalable systems as company grew rapidly following each funding round.