

SHAIL HIGHBLOOM

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OPERATIONS ASSOCIATE ENERGIZED BY STARTUP ECOSYSTEM

Self-starter with quick critical thinking skills who manages relationships with hundreds of startups and thrives off chaos, innovation, data analysis, building processes, and team environments. Known for reading industry tea leaves to anticipate new market forces and quickly identify high-ROI opportunities.

EDUCATION AND PROFESSIONAL DEVELOPMENT

TULANE UNIVERSITY – A. B. FREEMAN SCHOOL OF BUSINESS • NEW ORLEANS, LA

2016 – 2020

B.S. in Management • Major: Management • Specialization: Consulting

Major GPA: 3.83/4.0

Leadership: Startup Consultant • AKPsi Business Fraternity (Risk Manager) • SDT Sorority (Media Editor)

■ **Comillas Pontifical University – ICADE • Madrid, Spain**

Spring Semester (2019) Abroad GPA: 4.0/4.0

■ **WU – Vienna University of Business and Economics • Vienna, Austria**

Fall Semester (2018) Abroad GPA: 4.0/4.0

HARVARD UNIVERSITY

2020 – 2021

Certificates: Digital Health • Growth Strategies: Identifying Opportunities in Market Trends

STANFORD UNIVERSITY

2020

Certificate: Demand Creation: The Secrets of Driving Growth

SKILLS

Advanced: LinkedIn Recruiter • Crunchbase • Asana • CRMs • Affinity • Excel • PowerPoint • Google Workspace • Canva

Intermediate: Capital IQ • Pitchbook • JIRA • Greenhouse • Google Ads

Leisure: Wake Surfing • Snowboarding • Guitar • World Travel (30+ Countries)

EXPERIENCE

STONE ARCH GROUP • NEW YORK, NY

2020 – Present

Operations Associate, Startup Portfolio Manager

Dec 2021 – Present

Liaise between partners and startups, lead operations functions, collaborate on strategic projects and drive growth.

Support key initiatives of early-stage business and help recruit highly qualified executives, in addition to:

- Develop strategies with portfolio startups to improve brand and manage contracted staff on marketing projects.
- Lead weekly meetings with startup management to foster alignment on key priorities and resolve roadblocks.
- Engage with the portfolio hiring teams to build a formal hiring plan and craft hiring documents.
- Understand industry trends, competitive dynamics and market factors to inform portfolio exec decision making.
- Identify, recommend and implement scalable technology solutions and oversee new device administration.
- Create and maintain a database of 6,000+ investors and support CEO by editing pitch deck and outreach materials.

Senior Investment Analyst (Promoted from Investment Analyst in Dec 2020)

May 2020 – Nov 2021

- Sourced deal flow through rigorous market research and developing industry relationships.
- Managed, prioritized and tracked 700+ early-stage startups globally.
- Prepared and presented compelling investments of 50+ companies, resulting in two term sheets and two deals.
- Spearheaded recruitment, onboarding, training and offboarding procedures for MBA interns.
- Helped lead internal processes for conducting due diligence projects and supervise international research staff.

INTERNSHIPS

SIRIUS XM / PANDORA ▪ NEW YORK, NY

Jun 2019 – Aug 2019

Product Management Intern – Video and Podcast Streaming: iOS, Android, Web

Gathered product insights through user research, usability testing and data analysis. Distilled reports into feature requirements and contributed to multi-platform initiatives through ideation, development and delivery.

- Designed and developed new features and branding that reached 40M subscribers and influenced free trial users.
- Prioritized backlog, analyzed datasets, directed product meetings, tested builds and wrote user stories/epics.

IXPERIENCE ▪ CAPE TOWN, SOUTH AFRICA

Jun 2018 – Aug 2018

Product Management Intern

Entrepreneurial product leader who synthesized complex problems into actionable roadmaps and digital solutions.

- Conceptualized and designed alumni platform and application system, currently used by 6,000+ students.
- Implemented agile development practices, tested UX, wrote market requirements and built wireframes.

LUA TECHNOLOGIES (ACQUIRED BY LIFE BIOSCIENCES IN 2018) ▪ NEW YORK, NY

Jun 2017 – Aug 2017

Sales and Marketing Intern

Key contributor in developing sales narratives and materials educating clients on Lua's product value. Worked with C-suite executives to brainstorm solutions that increased efficiency and streamlined processes.

- Boosted sales by identifying 3,500+ prospective customers and cold calling leads managed in Salesforce.
- Created competitor analysis for the CEO that helped strategically market a new telemedicine video chat product.

VOLUNTEER

RESIDENTS UNITED TO SAVE CHAPPAQUA HAMLET (RUSCH) ▪ NEW YORK, NY

Nov 2020 – Present

Head of Marketing

Successfully lobbied to halt unpopular local development legislation through pro bono digital and print marketing efforts.

- Execute and coordinate comprehensive marketing plans, donor and public relations, website development, digital media and print advertising, SEO, promotions and special events for a community of 17k people.

NEW ORLEANS FILM SOCIETY ▪ NEW ORLEANS, LA

Sep 2019 – Dec 2019

VIP Event Host – International Film Festival

Oversaw film producers, directors, actors and executive crew at VIP festival events following screenings.

- Coordinated and delivered personal invitations to high-status New Orleans residents participating in VIP events.
- Worked with 10+ security staff to ensure the safety and authenticity of all honored individuals.