

DESIREE SOKACH

PROGRAM MANAGEMENT | BUSINESS OPERATIONS | WORKFLOW DESIGN | SYSTEMS

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SUMMARY

Program and operations professional with 15+ years of experience leading cross-functional coordination, project delivery, workflow improvement, vendor operations, and process implementation across fast-moving creative and design organizations. Known for turning ambiguous, manual work into clear operating systems with defined ownership, repeatable workflows, documentation, and practical automation. Brings a systems mindset, strong stakeholder communication, and hands-on experience with modern collaboration and AI-enabled tools.

CORE SKILLS

Program Management | Project Delivery | Business Operations | Cross-Functional Coordination | Workflow & Process Design | Process Improvement | Systems Implementation | Stakeholder Management | Vendor Operations | Scheduling & Capacity Coordination | Documentation & SOPs | Operational Handoffs | Design Operations | AI-Assisted Workflow Design

PROFESSIONAL EXPERIENCE

VIDA DESIGN INC. - Resource Manager / Materials Operations | May 2025 - Aug 2026

- Led day-to-day operations for a multi-stakeholder materials program spanning designer needs, vendor access, scheduling, product discovery, sample circulation, and returns.
- Designed and implemented a structured vendor booking workflow for library visits, product displays, and presentations using existing scheduling tools, automated confirmations, and reminders to reduce repetitive coordination.
- Built a rotating product-display program that created an asynchronous path for vendors to introduce new materials while giving design teams ongoing access to new products without requiring a formal meeting.
- Created a self-maintained material return and vendor-pickup workflow that improved product circulation, reduced accumulation, and supported a clearer entry-and-exit system for the library.
- Documented operating procedures and trained team members to support continuity, ownership, and a reliable handoff of recurring workflows.

SPLICE - Project Manager | Jan 2023 - Apr 2024

- Coordinated project delivery across stakeholders, schedules, priorities, and execution in a fast-moving environment.
- Maintained clear communication and follow-through across concurrent work, helping teams stay aligned on priorities, ownership, and delivery.

JEFF SCHLARB DESIGN STUDIO - Operations Manager | Jul 2021 - Jul 2022

- Managed business operations, workflow coordination, project execution, and internal systems for a creative studio.
- Translated shifting priorities into organized day-to-day execution, supporting team coordination, scheduling, and consistent operational follow-through.

PIVOT INTERIORS - Project Manager | Aug 2017 - Dec 2018

- Managed project coordination, schedules, stakeholders, and delivery within a design-focused organization.
- Supported cross-functional execution by organizing project information, timelines, dependencies, and stakeholder communication.

IDF STUDIO - Operations Manager | Aug 2015 - Jul 2017

- Managed operational coordination, workflow support, and business processes within a design studio.
- Supported leadership and project teams by organizing recurring operational work, internal communication, and day-to-day execution.

EARLIER PROJECT COORDINATION & OPERATIONS ROLES | 2008 - 2015

TOOLS

Smartsheet | Microsoft 365 / Excel | Google Workspace / Sheets | Adobe Creative Suite | GitHub | Lovable | ChatGPT | Claude | AI-assisted workflow and documentation tools

EDUCATION

Bachelor of Arts, The Art Institute of Las Vegas | 2003 - 2007