

Becca Caccavale

OFFICE OPERATIONS OFFICER

THE SANCHEZ ADVISORY GROUP (TSAG)



CONTACT



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SANCHEZ

SUMMARY OF QUALIFICATIONS:

Operations leader with proven experience building, stabilizing, and scaling organizational system. Highly skilled in operational strategy, process design, reporting infrastructure, and cross-functional coordination. Known for creating clarity in complex environments through SOP development, dashboards, documentation standards, and accountability frameworks. Strong communicator with the ability to translate leadership vision into executable plans, improve efficiency, and reduce operational friction. Detail-oriented, process-driven, and trusted to manage sensitive information, priorities, and decision-support for executive leadership.

AREAS OF EXPERTISE:

- Program & initiative leadership (end-to-end execution, measurable outcomes)
- Operational strategy execution and delivery
- Process, SOP, and systems design (from ground up)
- Cross-functional and multi-entity coordination
- KPI development, performance tracking, and reporting
- Data analysis and continuous improvement
- Workflow optimization and dependency management
- Capacity planning and scale readiness assessment
- Risk identification, mitigation, and decision support
- Systems architecture, tool selection, and adoption planning
- Stakeholder engagement and relationship management
- Team leadership, change management, and influence
- Executive-level and operational communication

EXPERIENCE:

Office Operations Officer

The Sanchez Advisory Group, LLC – McKinney, Texas

10/2025 – Present

- Manage day-to-day operations across multiple business entities, ensuring processes, systems, and administrative functions run efficiently
- Develop, document, and improve internal workflows, SOPs, and organizational systems to support scalability and consistency
- Coordinate cross-functionally with leadership, vendors, and internal teams to support strategic initiatives and operational execution
- Oversee administrative operations including documentation, reporting, scheduling, and internal communications
- Identify operational gaps and implement process improvements to increase efficiency, accountability, and clarity

Director

Children's Lighthouse

10/2024 – 10/2025

- Played a key role in opening the school, preparing the facility, documentation, and operations for state licensing, inspections, and permits
- Led daily operations of a licensed early childhood education center, ensuring ongoing compliance with state regulations, licensing standards, and organizational policies
- Recruited, hired, trained, and supervised staff, including onboarding, performance management, and professional development
- Oversaw enrollment, family relations, and parent communication, serving as the primary point of contact for families
- Managed schedules, operational resources, and administrative processes to support smooth daily operations and organizational goals
- Implemented systems and procedures to improve staff accountability, operational efficiency, and overall center performance

- Ensured a safe, compliant, and high-quality learning environment for children through consistent leadership and oversight

Director/Head of School

Applebee Montessori

8/2019 – 9/2024

- Provided overall leadership and operational oversight for a Montessori school, ensuring alignment with educational standards, licensing requirements, and organizational goals
- Managed staff recruitment, training, supervision, and performance management, fostering a professional and accountable team culture
- Oversaw school operations including scheduling, enrollment, family communications, budgeting coordination, and administrative systems
- Ensured compliance with state licensing regulations, health and safety standards, and internal policies
- Led program quality and classroom oversight to maintain a high-quality learning environment consistent with Montessori principles
- Served as the primary liaison for families, addressing concerns, maintaining strong relationships, and supporting student retention
- Implemented operational improvements and systems to increase efficiency, consistency, and staff accountability

Volunteer Work

MLFP

2024 – Present

- Supported community food security efforts by assisting with stocking, organizing, and maintaining pantry locations
- Coordinated donation sorting and inventory organization to ensure equitable and efficient distribution of food and essential items
- Assisted with community outreach and engagement to support pantry awareness and accessibility
- Contributed time and effort to ongoing operations aimed at serving individuals and families experiencing food insecurity



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