

JUSTIN OLGUIN

(469) 516-3731 | Wytheville, VA 24382 | JOlguin87@gmail.com

Seasoned **technical operations leader & executive partner** with 7+ years supporting founders and C-suite executives in technology and manufacturing settings. Adept at translating strategic vision into day-to-day execution, streamlining processes, and coordinating cross-functional teams. Recognized as the trusted “right-hand” who keeps initiatives on track—freeing leaders to focus on the highest leverage objectives.

SKILLS

- “Way clearer” for leaders and executives, handling critical strategic tasks to enable goal completion
- Cross-functional team leadership & vendor management
- Process design, SOP creation, and continuous improvement
- Logistics planning & multi-site operations
- Hiring, onboarding, and staff development
- Ability to ingest, synthesize, and communicate highly technical concepts in clear, distilled formats
- Meeting facilitation, documentation, and follow-through with stakeholders
- High emotional intelligence, discretion, and discernment

WORK HISTORY

Engineer → COO → CEO | *Magic Flight* (Jan 2021 - Present)

- Served as COO for a legacy hardware manufacturer, ultimately stepping into CEO role. Partnered closely with the founder on strategic direction, freeing him to focus on other projects.
- Led 10,000 sq ft multi-state relocation of manufacturing equipment, coordinating vendors, freight, utilities, and IT resulting in successful move over two years, including zero downtime for e-commerce storefront and order fulfillment.
- Revitalized marketing strategies, driving 30% topline revenue lift within three months.
- Hired, trained, and supervised production & fulfillment teams. Implemented SOPs that cut customer-issue resolution time by 50 %, and improved response time by 100%.
- Developed and managed site migration from BigCommerce to Shopify, improving UX and internal workflow efficiency.
- Optimized manufacturing production lines reducing time for core product production by 25% on average.

Research Operations Lead | *Grant-Funded AGI Safety Initiative* (Jan 2022 - Mar 2025)

- Administered grants from Players Philanthropy Fund (2022 & 2024); oversaw budgeting, legal compliance, subcontractors, reporting, and milestone tracking.
- Supported principal researchers by drafting technical documentation, editing proofs, and organizing peer-review cycles.
- Technical review, summarization, and representation of highly complex, multi-disciplinary arguments.

Executive & Technical Assistant | *Forrest Landry* (Multidisciplinary Technologist / Philosopher) (Dec 2018 - Jan 2025)

- Studied, learned, and documented core software principles applied to projects used in FBI investigative projects, TSC, DARPA, and the Library of Congress Congressional Records System.
- Operated as “body double” and gatekeeper for serial entrepreneur and thought-leader. Responded and operated on his behalf to many diverse stakeholders.
- Documented, edited, and published hundreds of strategic conversations spanning technology, ecology, and organizational design. Ensured timely distribution to sponsors and collaborators.
- Created and maintained knowledge-management systems. Standardized file naming, version control, and reference indices, streamlining retrieval of critical research.
- Coordinated subcontractors and tracked deliverables across software, hardware, and editorial projects.
- Supported with an array of software, hardware, and process engineering tasks.

Software Engineer Interviewer | *Karat* (Sep 2015 - Jul 2017)

Software Engineer | *DHISCO* (Sep 2013 - Sep 2015)

Software Engineer | *Raytheon Intelligence & Information Systems* (Jun 2012 - Jun 2013)

Held successive software engineering roles developing high-traffic data pipelines. Experience now leveraged to translate technical concepts for executive stakeholders.

EDUCATION

BS in Software Engineering | *University of Texas at Dallas* (Graduated 2012)