Alinea STRATEGIES
Where what's next takes shape.

STRATEGIST | FACILITATOR | SPEAKER

Leadership and strategy that move people and *priorities forward.*



Most plans don't stall for lack of ideas. They stall between the people who set the direction and the people who carry it out. Alinea closes that gap.

CARISSA BURGETT, CAP, PM | FOUNDER & PRESIDENT

2026
International Chief of Staff of the Year

350 → 20,000
members in 15 months as Chief of Staff

$10M+
portfolio led as IAAP Foundation Chair

60+
member board and 9 committees run

ABOUT CARISSA

Carissa Burgett is the Founder and President of Alinea Strategies and the 2026 International Chief of Staff of the Year. Her career spans supporting executives and executive teams, partnering with boards, and serving as a C-suite leader. After five years on the International Association of Administrative Professionals (IAAP) Foundation board, including as its Chair and President, she is the youngest woman to chair the IAAP Foundation or Association in its 80+ year history.

Her work in executive operations, governance, and strategic planning gives her a firsthand understanding of both leadership decisions and the people responsible for carrying them out. A global speaker, she has delivered keynotes, conference sessions, and training across industries and professional communities. Through Alinea, she draws on that experience to develop leaders, guide teams, and help organizations put their plans into practice.

THE ALINEA APPROACH

Thoughtful questions.
Honest conversation.
Practical takeaways.

Carissa starts by listening: what matters to you, what is getting in the way, and what would make the time together worthwhile. She brings energy, thoughtful questions, and genuine care for an organization and its people. Her approach pairs honest feedback with encouragement, inviting people to consider a different perspective and build on their strengths. Whether working one-on-one, with a team, or from the stage, she connects ideas to real situations and next steps people can use.

Organizations and communities Alinea has supported

The Hershey Company • Cincinnati Children's Hospital • Diligent Corporation • Pennsylvania Chamber of Business and Industry • NTCA - The Rural Broadband Association • International Association of Administrative Professionals • American Society of Administrative Professionals • The Beacon Institute • Girl Scouts • The PA Way

Five ways to move important work *forward.*

Pick one or combine them. Every engagement starts with a conversation about you, your people, and your organization's goals.

01

Fractional Chief of Staff & COO

Executive-level leadership, without the full-time commitment.

An award-winning Chief of Staff who strengthens operations, aligns your team, and turns strategy into results. Three to nine months of support, on site when it counts and remote in between, with a planned handoff so progress continues after the engagement ends.

02

Governance & Board Support

Stronger boards, clearer decisions.

Confidential board assessments, structure that works, healthy board and CEO alignment, and director onboarding, as a one-time project or ongoing support.

03

Leadership Development & Coaching

A trusted partner for the tough calls.

For executives, administrative professionals, chiefs of staff, and board leaders navigating competing priorities or a new level of responsibility, built around *What's Mine to Own*.

04

Strategic Retreats & Offsites

Step out of the day-to-day. Walk out with a plan.

Half-day to two-day sessions for boards, executive teams, or whole staffs that end with decisions, owners, and next steps, not just discussion.

05

Speaking & Professional Development

Ideas people actually use.

Keynotes, conference sessions, and team workshops, each shaped to your audience, with real stories, high energy, and an approachable style.

SIGNATURE KEYNOTES

Beyond Who You've Been
The Courage to Become What's Next

The Influence Advantage
Leading Without Authority

Aligning the Board
A Guide to Good Governance and Leadership

Also available: Confidence Is Built, Not Born · Leading With Emotional Intelligence · From Support to Strategic · Ready for What's Next: Succession Planning

4.87/5 average session rating from attendees

DESIGNED FOR

- Corporate teams and leaders
- Associations and nonprofits
- Boards and leadership teams
- Professional and women-focused groups
- Administrative professional groups

"She is the kind of leader who earns trust, inspires confidence, and makes those around her better."

Terri Mullan, CAP, President & Chair, IAAP Foundation

Let's shape *what's next.*

Start with a free 30-minute conversation about your team, your board, or your event.

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