

PROFESSIONAL SUMMARY

With over 15 years of experience as a Senior Executive Assistant, expertise in supporting C-Suite and top-tier executives shines through a steadfast commitment to leadership and operational efficiency. Demonstrates a strong ability to empower teams, foster transparency, and implement strategies that enhance efficiency and drive organizational success. Dedicated to operational excellence and equipped with a results-oriented approach, ensuring executives receive unparalleled support to achieve strategic goals. Integrity serves as the cornerstone for maintaining the confidentiality and discretion essential in providing high-level executive support.

TECHNICAL SKILLS

Microsoft Office Suite, SharePoint, Adobe Acrobat Pro, Concur, FileSite, iManage, Video Conferencing Software (e.g., Microsoft Teams, Zoom, Skype, Cisco Webex) Dropbox, Google Drive, Brightflag, Elite Enterprise, QuickBooks, CRM, Project Management, Event Planning

RESEARCH

ACRIS, LexisNexis, Westlaw, Bloomberg Law, Practical Law, PACER, Google Scholar

PROFESSIONAL EXPERIENCE

ITT INC., STAMFORD, CT

10/2021 – 04/2025

SENIOR EXECUTIVE ASSISTANT

- Provided targeted administrative support to the Chief Legal Officer, Secretary and Chief Compliance Officer, Chief Human Resources Officer, and Strategy and Business Development
- Organized over 200 meetings annually, minimizing scheduling conflicts by 25%, average meeting duration by 25%, and meeting overlap by 40%
- Strategically clustered travel appointments to shorten executives' travel time by 20%
- Reconciled monthly expense reports, resulting in 15% cost savings through the identification of efficiency opportunities
- Spearheaded the introduction of a legal e-billing platform, boosting cash flow by shortening invoice processing time by 50%
- Coordinated 25+ high-profile events per year, including corporate retreats and international conferences with 300+ participants, achieving 98% budget adherence
- Increased budget adherence to 98% by implementing tracking systems and regular financial reviews, minimizing overspending
- Decreased reporting errors by 15% by adopting a consistent accrual reconciliation process, while streamlining procedures to cut reporting time by 50%, lowering it from 10 days to 5
- Engaged in 10 cross-functional team projects that resulted in increased efficiency and performance, error reduction, uniformity and continuous training in collaborative project outcomes
- Standardized billing processes, minimizing discrepancies by 75% and improving on-time payments by 25%

ROSENBERG & ESTIS, P.C., NEW YORK, NY

06/2021 – 10/2021

EXECUTIVE LEGAL ASSISTANT

- Served as a trusted resource for the Managing Member, Litigation Member and their teams, ensuring operational needs and key decisions related to commercial and residential real estate were handled effectively
- Enhanced team productivity by 30% through comprehensive support in real estate litigation, legal research, and transaction management
- Successfully resolved scheduling conflicts, securing a 100% attendance rate at critical meetings and hearings
- Managed documentation for 60+ property transactions with 98% accuracy, preventing legal errors and inconsistencies
- Conducted due diligence research that prevented legal issues in 90% of transactions
- Managed communication with 20+ stakeholders per transaction, making sure all parties were kept informed reducing miscommunication-related delays due by 25%

OLSHAN FROME WOLOSKY LLP, NEW YORK, NY

05/2015 – 03/2021

EXECUTIVE LEGAL ASSISTANT

- Administered key tasks and operations for department chairs overseeing Corporate and Securities Law, Shareholder Activism, Real Estate, and Intellectual Property
- Supported department chairs on projects valued at \$50M+, enhancing project completion rates and outcomes
- Optimized scheduling efficiency, increasing available partner meeting hours by 10%
- Coordinated over 25 executive trips annually, assuring 100% adherence to schedules and minimizing disruptions
- Introduced uniform templates that decreased document preparation time by 30%
- Increased tracked billable hours by 15% through improved time management and the implementation of time tracking software
- Enhanced billing accuracy, cutting discrepancies by 30% and increasing tracked billable hours by 15%

SPIZZ COHEN & SERCHUK, P.C., NEW YORK, NY

01/2013 – 04/2015

EXECUTIVE LEGAL ASSISTANT

- Collaborated closely with the department chairs for Corporate and Securities Law, Shareholder Activism, Real Estate, and Intellectual Property to ensure seamless day-to-day operations
- Contributed to 15% client base growth through efficient management of business support activities for real estate and litigation departments
- Introduced a calendar system that lowered scheduling conflicts by 30% and meeting overlaps by 40%
- Elevated case success rates by 25% through thorough and timely research
- Streamlined workflows for document review and drafting, cutting processing times by 15% and eliminating delays
- Managed and reconciled departmental budgets with a 98% accuracy rate, allowing better financial foresight and resource allocation
- Provided back up support to billing specialist, maintaining seamless operations and a 99% on-time process rate

EDUCATION

COLORADO TECHNICAL UNIVERSITY, COLORADO SPRINGS, CO

Executive Master of Business Administration in International Business, Magna Cum Laude

07/2011 – 08/2012

Bachelor of Science Degree in Business Administration - International Business, Magna Cum Laude

01/2010 – 05/2011

CERTIFICATIONS

Notary Public, State of Connecticut

Commission No.

SNPC.0186631

Exp date: 06.30.27

WEBSITE

mlynnowens.com