

PROFESSIONAL SUMMARY

Driven Senior Executive Assistant with 15+ years expertise in enhancing executive productivity and supporting strategic initiatives. I am enthusiastic about leadership and apply organizational expertise, decision-making abilities, and motivational skills to a leadership position. I excel at empowering teams, promoting a culture of transparency, and implementing strategies that enhance productivity to drive success and innovation in any organizational environment.

TECHNICAL SKILLS

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

PROFESSIONAL EXPERIENCE

ITT INC., STAMFORD, CT

10/2021 – 04/2025

SENIOR EXECUTIVE ASSISTANT

- Provided high-level administrative support to executive leadership across legal, HR, and business development, driving operational efficiency and strategic alignment
- Organized 200+ meetings annually, streamlining scheduling to reduce conflicts by 25% and optimize executive focus
- Spearheaded travel coordination strategies that cut travel time by 20%, maximizing leadership productivity
- Enhanced financial oversight by reconciling monthly expenses, identifying efficiency opportunities that led to 15% cost savings, and implementing tracking systems to maintain 98% budget adherence
- Led the integration of a legal e-billing platform, reducing invoice processing time by 50% and improving cash flow
- Executed 25+ high-profile events annually, including corporate retreats and international conferences, ensuring seamless logistics and stakeholder engagement
- Standardized accrual reconciliation processes, cutting reporting time by 50% and reducing errors by 15%
- Improved billing accuracy by reducing discrepancies by 75% and increasing on-time payments by 25%
- Drove change management processes by participating in 10 cross-functional projects that enhanced operational efficiency, standardized workflows, and encouraged ongoing employee development
- Contributed to long-term organizational success, strengthening compliance, financial stewardship, and executive operations

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

06/2021 – 10/2021

EXECUTIVE LEGAL ASSISTANT

- Strategic partner to executive leadership, ensuring operational excellence and informed decision-making in commercial and residential real estate
- Provided expert guidance in litigation, legal research, and transaction management, increasing team productivity by 30%.
- Initiated workflow enhancements, resolving scheduling conflicts to achieve a 100% attendance rate at critical meetings and hearings
- Led process optimization initiatives, managing documentation for 60+ property transactions with 98% accuracy, reducing legal errors and inconsistencies
- Conducted due diligence research that prevented legal issues in 90% of transactions, introduced compliance protocols that safeguarded contracts and minimized liabilities.
- Oversaw communication with 20+ stakeholders per transaction, reducing miscommunication-related delays by 25% and ensuring seamless coordination between legal, financial, and operational teams
- Played a key role in cross-functional collaboration, influencing high-value negotiations and enhancing executive decision-making

OLSHAN FROME WOLOSKY LLP, NEW YORK, NY

05/2015 – 03/2021

EXECUTIVE LEGAL ASSISTANT

- Partnered with department chairs responsible for corporate law, shareholder activism, real estate, and intellectual property to advance objectives, ensure operational excellence, and facilitate informed decision-making
- Provided high-level project support on initiatives valued at \$50M+, directly contributing to improved completion rates and optimized outcomes
- Directed process improvements that boosted partner meeting availability by 10%, enhancing time management for executive leadership
- Coordinated over 25 executive trips annually with 100% schedule adherence, ensuring seamless logistics and minimizing disruptions
- Implemented standardized templates, reducing document preparation time by 30% and improving operational efficiency
- Played a pivotal role in financial oversight, refining billing processes to reduce discrepancies by 30% and increase tracked billable hours by 15% through time-tracking software integration
- Synergized efforts across teams to streamline interdepartmental workflows, ensuring alignment between legal, financial, and business development teams
- Combined analytical expertise, operational efficiency, and leadership insight, contributed to business growth, risk mitigation, and financial integrity, reinforcing the organization's long-term success

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

01/2013 – 04/2015

EXECUTIVE LEGAL ASSISTANT

- Worked closely with department chairs in real estate, commercial litigation, and intellectual property to streamline operations and drive impactful decisions
- Supported business growth, contributing to a 15% expansion in the client base through optimized operational efficiencies
- Led the implementation of a streamlined calendar system, reducing scheduling conflicts by 30% and minimizing meeting overlaps by 40%
- Played a key role in workflow optimization, improving case success rates by 25% through timely research and meticulous case preparation
- Directed advancements in document review and drafting, decreasing processing time by 15% and removing delays
- Strengthened financial oversight by managing and reconciling departmental budgets with a 98% accuracy rate, ensuring improved resource allocation and financial foresight
- Provided essential support in billing operations, maintaining a 99% on-time processing rate and reinforcing financial integrity
- Collaborated across departments, driving operational efficiencies, risk mitigation strategies, and cross-functional alignment to ensure compliance, reduce liabilities, and elevate strategic initiatives
- Integrated leadership insight with analytical expertise, contributed to long-term business success, enhancing legal accuracy, operational effectiveness, and stakeholder engagement

EDUCATION

COLORADO TECHNICAL UNIVERSITY, COLORADO SPRINGS, CO

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

August 2012

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

July 2011

CERTIFICATIONS

Notary Public, State of Connecticut

Exp date: 06.30.27

WEBSITE

mlynnowens.com