

## **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](http://mlynnowens.com)