

I am pursuing roles where analysis, judgment, and strategic problem-solving are the core contribution. While my past positions supported senior leadership, the real focus of my work has been improving how organizations operate—assessing complex issues, managing risk, implementing systems, and strengthening decision-making.

Working as an Executive Assistant gave me a clear view of how organizations function and where they break down. I became the person leaders relied on to clarify options, streamline workflows, and guide cross-functional initiatives. That experience sharpened my ability to think systemically, advise under pressure, and turn complexity into practical action.

I bring a calm, analytical approach to high-stakes work, with strengths in process improvement, compliance awareness, facilitation, and stakeholder advising. I help leaders translate strategy into execution by building workflows and operating rhythms that create clarity and momentum.

I am now targeting roles in strategy, program leadership, or advisory work; positions where systems thinking, operational insight, and sound judgment are central. I would welcome the opportunity to discuss how my experience and approach can support your team's goals and contribute to meaningful, long-term impact.

Best regards,

M. Lynn Owens

PROFESSIONAL SUMMARY

Strategic executive partner with a strong foundation in high-stakes operations, cross-functional coordination, and leadership enablement. Known for translating complex priorities into structured execution, strengthening decision-making, and driving alignment across diverse stakeholders. Brings a proven record of optimizing executive performance, orchestrating governance rhythms, and advancing organizational initiatives with precision, discretion, and sound judgment. Adept at building scalable systems, elevating operational standards, and serving as a trusted advisor to senior leaders navigating growth, change, and strategic complexity.

CORE COMPETENCIES

Executive Partnership • Operational Strategy • Risk Mitigation • Process Optimization • Cross-Functional Leadership • Governance Change Management • Program & Project Management • Financial Oversight • Systems Implementation • Data Driven Reporting
Organizational Alignment

PROFESSIONAL EXPERIENCE

SHIPMAN & GOODWIN LLP, HARTFORD, CT SENIOR EXECUTIVE ASSISTANT

06/2025 - Present

- Strategic partner to senior executives, enabling governance, strategic execution, and leadership alignment in a multi-stakeholder environment.
- Translate executive priorities into structured workflows that align firmwide functions around shared outcomes.
- Drive the Management Committee rhythm and executive materials with full reliability and alignment across functions.
- Integrate core business functions on multi-month initiatives, translating strategic decisions into action and driving 100+ items to completion.
- Drive cross-functional alignment during firm expansion and integration initiatives, orchestrating timelines, materials, and leadership communications across firmwide functions.
- Optimize executive focus by orchestrating complex priorities, reducing conflicts 30–40% and accelerating decision-readiness up to 50%.
- Maintain audit-ready governance records, decision history, and sensitive information to support leadership continuity and long-range decision-making.
- Architect and manage the annual leadership calendar, aligning key compensation, evaluation, budgeting, and strategic milestones.
- Provide continuity and institutional knowledge across leadership initiatives, expansions, and organizational change.

ITT INC., STAMFORD, CT SENIOR EXECUTIVE ASSISTANT

10/2021 – 04/2025

- Drove operational alignment across key business functions, improving cross-departmental efficiency and strengthening executive decision-making.
- Led workflow redesign and process standardization, reducing reporting time by 50% and improving accuracy across multiple functions.
- Implemented a legal e-billing platform that cut invoice processing time by 50% and improved billing accuracy by 75%.
- Managed financial oversight, achieving 98% budget adherence and identifying cost-saving opportunities that reduced expenses by 15%.
- Led 10+ cross-functional initiatives focused on process improvement, change management, and operational governance.
- Executed 25+ high-impact events annually, ensuring seamless logistics and stakeholder engagement.
- Developed scalable systems and templates that improved documentation quality, reduced errors, and increased operational consistency.

ROSENBERG & ESTIS, P.C., NEW YORK, NY EXECUTIVE LEGAL ASSISTANT

06/2021 – 10/2021

- Served as a strategic partner to executive leadership across commercial and residential real estate, elevating operational performance and decision-making.
- Led optimization of 60+ property transactions, achieving 98% accuracy and materially reducing legal and operational risk.
- Directed due-diligence and compliance oversight, preventing issues in 90% of transactions and strengthening executive judgment.
- Orchestrated cross-functional alignment across legal, finance, and operations, shaping high-value negotiations and strategic outcomes.
- Advised leadership on operational risks and emerging issues, providing data-driven insights that informed strategic decisions.
- Strengthened organizational execution by streamlining workflows and reinforcing standards across high-impact initiatives.

OLSHAN FROME WOLOSKY LLP, NEW YORK, NY EXECUTIVE LEGAL ASSISTANT

05/2015 – 07/2021

- Advised department chairs across corporate law, real estate, and IP, advancing strategic priorities and elevating operational performance.
- Supported \$50M+ initiatives, strengthening execution, alignment, and outcomes across high-visibility projects.
- Drove efficiency gains that increased partner availability 10% and reduced document preparation time 30%.
- Strengthened financial discipline by overhauling billing workflows, reducing discrepancies 30% and increasing billable hours 15%.
- Led cross-functional coordination to streamline workflows, reinforce compliance, and raise operational standards.

EDUCATION

COLORADO TECHNICAL UNIVERSITY, COLORADO SPRINGS, CO

- Executive Master of Business Administration - International Business | Magna Cum Laude
- Bachelor of Science Degree in Business Administration - International Business | Magna Cum Laude

August 2012
July 2011

CERTIFICATIONS

Notary Public, State of Connecticut

WEBSITE

mlynnowens.com