

Matthew David Scott
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Hiring Manager
Brown-Forman Corporation
Louisville, KY

Dear Hiring Manager,

I am writing to express my strong interest in the Senior Executive Assistant position supporting the Chairman of the Board and Family Shareholders Office at Brown-Forman. With 9 years of experience managing executive-level coordination, stakeholder relationships, and high-stakes operational support at Humana (Fortune 50), I am confident I can provide exceptional support to Brown-Forman's leadership and Family Shareholders.

EXECUTIVE-LEVEL SUPPORT & COORDINATION (9 Years at Humana):

- **Senior Leadership Support:** Coordinated executive-level initiatives including Annual Enrollment Period (AEP) - Humana's highest-revenue period requiring meticulous scheduling, stakeholder alignment, and flawless execution
- **High-Stakes Coordination:** Managed relationships with senior leadership across IT, Legal, Compliance, and Operations, requiring discretion, professionalism, and ability to represent leadership in cross-functional settings
- **Meeting & Event Coordination:** Orchestrated complex meetings involving multiple senior stakeholders, managed calendars for critical deadlines, and ensured seamless execution of time-sensitive initiatives
- **Executive Reporting:** Built scorecards and presentations for senior leadership, requiring accuracy, attention to detail, and ability to synthesize complex information into clear executive communications

ORGANIZATIONAL EXCELLENCE & ATTENTION TO DETAIL:

- **100% On-Time Delivery:** Achieved perfect delivery record for 100+ time-sensitive executive deliverables over 9 consecutive years - demonstrating organizational skills and reliability critical for supporting Chairman and Family Shareholders
- **Documentation Management:** Maintained detailed records, audit trails, and compliance documentation requiring highest level of accuracy and discretion
- **Systems Proficiency:** Expert in Salesforce (for tracking), SharePoint (file management), Excel (data organization), JIRA (project tracking) - the exact tools mentioned in your requirements
- **Process Improvement:** Developed standardized workflows and documentation systems improving efficiency and reducing errors

STAKEHOLDER MANAGEMENT & DISCRETION:

- **Family Office Dynamics:** Managed sensitive stakeholder relationships requiring diplomacy, discretion, and ability to navigate complex organizational politics

- Confidential Information: Handled confidential regulatory, legal, and business information with utmost discretion over 9 years
- Professional Communication: Interfaced with C-suite executives, board members, regulatory officials, and external partners requiring polished written and verbal communication
- Service Mindset: Consistently went above and beyond to ensure stakeholder needs were met, anticipating requirements and proactively solving problems

ADMINISTRATIVE & OPERATIONAL EXCELLENCE:

- Expense Management: Managed budgets and financial tracking for department initiatives
- Travel Coordination: Coordinated complex schedules and logistics for multi-stakeholder engagements
- Event Planning: Participated in planning major organizational events requiring attention to detail and flawless execution
- Systems Management: Maintained organized file systems, tracked action items, and ensured follow-through on commitments

WHY BROWN-FORMAN:

As a Louisville native, I have deep respect for Brown-Forman's legacy and the Brown family's commitment to our community. The opportunity to support the Chairman and Family Shareholders Office at one of Kentucky's most iconic companies is both professionally exciting and personally meaningful.

I bring:

- 9 years supporting executive-level initiatives at Fortune 50 scale
- Proven discretion handling confidential information
- Organizational excellence with perfect on-time delivery record
- Salesforce, SharePoint, and Excel expertise (your required tools)
- Louisville resident with deep commitment to local institutions
- Service mindset and willingness to go the extra mile

I am immediately available, require no relocation, and am excited to contribute to Brown-Forman's continued success.

Thank you for your consideration.

Sincerely,
Matthew David Scott