

MATTHEW DAVID SCOTT

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SENIOR EXECUTIVE ASSISTANT

Executive Support Professional with 9 Years Fortune 50 Experience

PROFESSIONAL SUMMARY

Executive support professional with 9 years at Humana (Fortune 50) providing senior leadership coordination, stakeholder management, and operational excellence for enterprise initiatives. Proven track record managing executive-level relationships, coordinating high-stakes projects, and delivering 100% on-time performance with meticulous attention to detail. Expert in Salesforce, SharePoint, Excel, and JIRA. Experienced handling confidential information with discretion and professionalism.

CORE COMPETENCIES

- Executive Leadership Support (9 years)
- Meeting & Event Coordination
- Salesforce & Excel (Expert)
- Executive Communications & Reporting
- Organizational Excellence & Detail Orientation
- Cross-Functional Team Coordination
- Stakeholder Relationship Management
- Calendar & Schedule Management
- Confidential Information Handling
- Travel & Logistics Coordination
- Process Improvement & Documentation
- Problem-Solving & Proactive Support

PROFESSIONAL EXPERIENCE

Senior Risk Management Professional II (Executive Support & Coordination)

HUMANA, INC. | Louisville, KY | November 2022 - August 2025

Senior coordinator providing executive-level support for enterprise Medicare platform initiatives serving millions of members. Managed senior leadership relationships, coordinated high-stakes projects, and ensured flawless execution of time-sensitive deliverables.

EXECUTIVE SUPPORT & COORDINATION:

- Supported executive-level initiatives including Annual Enrollment Period (AEP) - Humana's highest-revenue period (\$20B+) - requiring meticulous coordination, stakeholder alignment, and flawless execution
- Coordinated meetings and schedules for senior leadership across IT, Legal, Compliance, and Operations teams at Fortune 50 scale
- Managed relationships with C-suite executives, regulatory officials, and board-level stakeholders requiring discretion and professional communication
- Prepared executive presentations, scorecards, and status reports for senior leadership decision-making

ORGANIZATIONAL EXCELLENCE:

- Achieved 100% on-time delivery for 100+ time-sensitive executive deliverables over 9 consecutive years as directly responsible individual (DRI)
- Maintained detailed documentation, audit trails, and compliance records requiring highest level of accuracy
- Managed complex schedules, coordinated cross-functional meetings, and ensured follow-through on executive commitments
- Developed standardized workflows improving efficiency and reducing errors

SYSTEMS & ADMINISTRATIVE EXPERTISE:

- Salesforce: Used for tracking and reporting (ready to apply to Family Shareholder management)
- SharePoint: Document management, file organization, knowledge repositories
- Excel: Advanced proficiency for data organization, tracking, and reporting
- JIRA: Project tracking and coordination
- Oracle, Azure, Splunk: Enterprise systems experience

STAKEHOLDER MANAGEMENT & DISCRETION:

- Handled highly confidential regulatory, legal, and business information with utmost discretion over 9 years
- Navigated complex organizational dynamics requiring diplomacy and political awareness
- Built trusted relationships across all organizational levels from frontline staff to C-suite executives
- Represented leadership in cross-functional settings requiring professionalism and sound judgment

OPERATIONAL SUPPORT:

- Coordinated travel and logistics for multi-stakeholder engagements
- Managed expense tracking and budget reconciliation
- Participated in event planning for major organizational initiatives
- Maintained organized systems ensuring quick information retrieval and follow-up

Risk Management Professional (Progressive Support Roles)

HUMANA, INC. | Louisville, KY | January 2016 - October 2022

9+ years progressive experience providing operational support, coordination, and stakeholder management for enterprise initiatives.

Key Accomplishments:

- Coordinated cross-functional projects requiring senior leadership alignment
- Managed documentation and record-keeping for regulatory and audit purposes
- Provided administrative support for strategic initiatives and special projects
- Handled confidential information and sensitive stakeholder communications
- Created standard operating procedures and process documentation

Account Executive (Client Relationship Management)

MIGHTILY | Louisville, KY | July 2015 - December 2016

Client relationship manager requiring coordination, organization, and executive-level communication.

- Managed 10+ client accounts requiring professional communication and relationship management
- Coordinated projects across multiple teams with competing priorities
- Prepared client reports and presentations
- Managed schedules, deadlines, and stakeholder expectations

EDUCATION

Bachelor of Science in Communication | University of Louisville | Expected 2025

- Dean's List, Fall 2013
- Relevant Coursework: Professional Communication, Business Writing, Organizational Communication

TECHNICAL SKILLS

Executive Support Tools: Salesforce (tracking/CRM), SharePoint (document management), MS Office Suite
Data & Organization: Excel (Advanced), PowerPoint (executive presentations), Outlook (calendar management)
Enterprise Systems: JIRA, Oracle, Azure, ServiceNow, Power Apps
Communication: Professional writing, executive presentations, stakeholder correspondence

ADMINISTRATIVE EXPERTISE

- Calendar & Schedule Management: Complex multi-stakeholder scheduling and coordination
- Travel Coordination: Logistics planning adhering to corporate policies
- Expense Management: Tracking, auditing, and reconciliation
- Meeting Coordination: Agendas, logistics, follow-up, and action item tracking
- File Management: Organized systems for quick retrieval and compliance
- Event Planning: Coordination and execution of organizational events

KEY STRENGTHS

- Discretion & Confidentiality: 9 years handling sensitive information with professionalism
- Organizational Excellence: Perfect on-time delivery record over 9 years
- Proactive Problem-Solving: Anticipates needs and resolves issues before escalation
- Stakeholder Relationships: Builds trusted partnerships across organizational levels
- Service Mindset: Consistently exceeds expectations and goes the extra mile
- Local Commitment: Louisville resident invested in community institutions

WHY BROWN-FORMAN:

Supporting the Chairman and Family Shareholders Office at Brown-Forman represents the opportunity to contribute to one of Louisville's most respected institutions. My 9 years providing executive-level support at Fortune 50 scale, combined with my organizational excellence, discretion, and local presence, positions me to serve the Chairman and Family Shareholders with the professionalism and attention to detail this role requires.

I am immediately available and excited to contribute to Brown-Forman's continued legacy of excellence.