

MATTHEW DAVID SCOTT

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SENIOR EXECUTIVE SUPPORT & GOVERNANCE PROFESSIONAL

9 Years Providing Executive Coordination, Stakeholder Management & Confidential Support at Fortune 50

PROFESSIONAL SUMMARY

Senior executive support professional with 9 years at Humana (Fortune 50) providing high-level coordination, stakeholder relationship management, and governance support for enterprise leadership. Proven track record managing executive-level initiatives, handling confidential information with utmost discretion, and delivering 100% on-time performance on critical deliverables. Expert in executive reporting, meeting coordination, and cross-functional stakeholder management serving millions of members.

CORE COMPETENCIES

- Executive Support & Coordination • Discretion, Confidentiality & Trustworthiness
- Stakeholder Relationship Management • Professional Collaboration & Diplomacy
- Schedule Management & Meeting Planning • Time Management & Prioritization
- Documentation Controls & Process Documentation • Executive-Level Reporting & Presentations
- Cross-Functional Team Coordination • Salesforce, Excel & SharePoint (Expert)
- Event Planning & Logistics • Organizational Excellence & Detail Orientation

PROFESSIONAL EXPERIENCE

Senior Risk Management Professional II (Executive Support & Governance Analyst)
HUMANA, INC. | Louisville, KY | November 2022 - August 2025

Senior coordinator providing executive-level support, stakeholder management, and governance oversight for Humana's Medicare platform serving millions of members. Managed confidential initiatives, coordinated senior leadership relationships, and ensured flawless execution of high-stakes deliverables.

EXECUTIVE SUPPORT & DISCRETION:

- Supported executive-level initiatives including Annual Enrollment Period (AEP) - Humana's highest-revenue period (\$20B+) - requiring meticulous coordination, confidential planning, and flawless execution with zero tolerance for error
- Handled highly confidential regulatory, legal, and business information with utmost discretion over 9 years, managing sensitive stakeholder communications requiring professional judgment and trustworthiness
- Coordinated meetings and schedules for senior leadership across IT, Legal, Compliance, and Operations teams at Fortune 50 scale, ensuring executive time was optimized and priorities aligned
- Prepared executive presentations, scorecards, and confidential status reports for senior leadership and board-level decision-making

STAKEHOLDER RELATIONSHIP MANAGEMENT & PROFESSIONAL COLLABORATION:

- Built trusted relationships with C-suite executives, regulatory officials, and board-level stakeholders requiring diplomacy, discretion, and ability to represent leadership professionally
- Managed complex stakeholder dynamics across functional areas, navigating organizational politics with tact and maintaining confidentiality across competing interests

- Served as liaison between executive leadership and cross-functional teams, ensuring clear communication and aligned execution
- Coordinated third-party vendor relationships and audit processes requiring professional collaboration and relationship management

ORGANIZATIONAL EXCELLENCE & DOCUMENTATION CONTROLS:

- Achieved 100% on-time delivery for 100+ time-sensitive executive deliverables over 9 consecutive years as directly responsible individual (DRI) - demonstrating organizational excellence and reliability
- Maintained detailed documentation, audit trails, and compliance records requiring highest level of accuracy and process controls
- Developed standardized workflows and documentation systems improving efficiency and ensuring compliance with governance requirements
- Managed file systems, knowledge repositories, and information governance ensuring quick retrieval and audit readiness

EXECUTIVE-LEVEL REPORTING & COMMUNICATION:

- Built executive scorecards tracking performance metrics, trends, and key initiatives for senior leadership decision-making
- Created detailed status reports, risk assessments, and strategic recommendations for C-suite executives
- Prepared presentation materials for board meetings and executive briefings requiring accuracy and professional polish
- Delivered executive communications requiring clear, concise writing and ability to synthesize complex information

SYSTEMS & ADMINISTRATIVE EXPERTISE:

- Salesforce: Expert proficiency for tracking, reporting, and relationship management - directly applicable to Family Shareholder tracking and coordination
- Excel: Advanced skills for data organization, financial tracking, expense reconciliation, and executive reporting
- SharePoint: Document management, file organization, version control, and knowledge governance
- Meeting Coordination: Scheduled complex multi-stakeholder meetings, managed calendars, coordinated logistics, and ensured follow-through
- Travel & Expense Management: Coordinated travel arrangements, tracked expenses, performed audits and reconciliations

Risk Management Professional (Progressive Executive Support Roles)
HUMANA, INC. | Louisville, KY | January 2016 - October 2022

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

Key Accomplishments:

- Coordinated confidential projects requiring senior leadership alignment and discretion
- Managed documentation and record-keeping for regulatory audits and executive reviews
- Provided administrative and operational support for strategic initiatives
- Handled sensitive stakeholder communications with professionalism and confidentiality
- Created standard operating procedures and process documentation for governance
- Maintained organized systems ensuring compliance and quick information access

Account Executive (Client Relationship & Coordination)
MIGHTILY | Louisville, KY | July 2015 - December 2016

Client relationship manager requiring professional communication, organization, and stakeholder coordination.

- Managed 10+ client accounts requiring relationship management and professional service delivery
- Coordinated projects across multiple teams with competing priorities and tight deadlines
- Prepared client reports, presentations, and executive communications
- Managed schedules, budgets, and stakeholder expectations with attention to detail

EDUCATION

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

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

TECHNICAL SKILLS

Executive Support Tools: Salesforce (CRM/Tracking), SharePoint (Document Management), MS Office Suite (Expert)

Data & Organization: Excel (Advanced - financial tracking, reporting), PowerPoint (executive presentations), Outlook (calendar management)

Enterprise Systems: JIRA (project coordination), Oracle, Azure, ServiceNow, Power Apps

Communication: Professional business writing, executive presentations, confidential correspondence

ADMINISTRATIVE & GOVERNANCE EXPERTISE

- Calendar & Schedule Management: Complex multi-stakeholder scheduling, executive time optimization
- Meeting Coordination: Agenda development, logistics, minute-taking, action item tracking, follow-up
- Travel & Expense Coordination: Travel planning per corporate policy, expense auditing, reconciliation
- File & Document Management: Organized governance systems, version control, audit-ready documentation
- Event Planning: Coordination and flawless execution of organizational meetings and shareholder events
- Executive Reporting: Scorecards, dashboards, presentations for C-suite and board-level stakeholders
- Process Improvement: Workflow optimization, documentation standardization, efficiency improvements

KEY STRENGTHS FOR EXECUTIVE ASSISTANT ROLE

- Discretion & Confidentiality: 9 years managing sensitive information with highest level of trustworthiness and professional judgment
- Organizational Excellence: Perfect on-time delivery record demonstrating reliability and attention to detail

- Proactive Problem-Solving: Anticipates executive needs and resolves issues before escalation
- Stakeholder Relationships: Builds trusted partnerships across all organizational levels with diplomacy and professionalism
- Service Mindset: Consistently exceeds expectations, goes the extra mile, and prioritizes leadership success
- Executive Presence: Professional communication and representation of leadership in all settings
- Local Commitment: Louisville resident deeply invested in community institutions and Brown-Forman's legacy

WHY SUPPORTING CHAIRMAN & FAMILY SHAREHOLDERS:

This role represents the opportunity to contribute to Brown-Forman's legacy while supporting the leadership that guides one of Louisville's most respected institutions. My 9 years providing executive-level support at Fortune 50 scale - managing confidential initiatives, coordinating high-stakes projects, and building trusted stakeholder relationships - has prepared me to serve the Chairman and Family Shareholders with the discretion, organizational excellence, and professionalism this position demands.

As a Louisville resident, I bring not only proven executive support capabilities but also deep commitment to Brown-Forman's continued success and the Brown family's stewardship of this iconic company.