

JOHN PROFESSIONAL

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EXPERIENCE

LEGAL COUNSEL, ABC ASSOCIATES

2021- PRESENT

- Published 5 workflow visual aids every quarter from Q2 2021 that helped align internal communication.
- In the internal communication survey of 2021, the team achieved a score of 90, the highest across all departments.
- With streamlined communication in the department, we bumped the goal completion rate from 74% to 85% between Q2 2021 and Q4 of 2021.

GENERAL COUNSEL, ACME INC.

2019-2021

- In Q1 of 2019, we created one data use plan in the first 30 days which was a strategic initiative for the team.
- Overhauled the review intake process increasing approval turnaround from 3 days to 1 day in Q4 2020.
- Created a company-wide wiki in Q2 of 20220 which reduced the number of meetings needed for legal approval as the wiki acted as a handbook guide.

SKILLS

Google Suite

- Advanced proficiency using Google Sheets for data analysis and visibility on the key performance indicators resting in the legal department.

Tableau

- Data visualization to gain more insights while enabling collaboration with other cross functional teams.

EDUCATION

Bachelor of Laws, MASOMO UNIVERSITY

September 2015- April 2019