

Legal Concierge, Inc.

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# **JAKE WITCHER**

### Sr. Director of Talent & Information Systems jwitcher@legalci.com

#### Summary of Experience:

At the age of 21 Jake worked as the assistant to the Chairman and CEO of a Fortune 300 company in Dallas, TX. He went on to work with C-Level executives from other prestigious firms such as Todd Events, Cawley Partners, Builders FirstSource, Inc., and Swiss Re Life & Health. In 2014 he started a consulting firm, The Org Experts, that specialized in process automation and improvement, operations, efficiency, and training. He brings a proven track record of results in business administration, operations management, and data organization.

#### **Education and Certifications:**

Office 365/2019 Certified Expert Essentials of Communicating with Diplomacy and Professionalism Excel: Advanced Microsoft Excel Techniques Excel: Macros in Depth (Office 365/2019) Getting the Most Out of Office 365

Interests: He likes Tex-Mex, cool weather, and exercising regularly..

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