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# JAKE WITCHER

Director of Operations

[JWitcher@legalci.com](mailto: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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