



Skyler Lewis

Legal & Compliance Executive Assistant

Boston, MA 02110
email@example.com
(000) 000-0000

Executive Assistant with 10 years of experience supporting general counsel and compliance teams in biotech and corporate law settings

Highly experienced in preparing legal documentation, tracking compliance workflows, and managing executive communications across departments.

Professional Experience

January 2018 - Present

Executive Assistant – Legal and Compliance *BiotechCore, Boston, MA*

- Coordinates meeting agendas, calendar requests, and confidential reports for the legal and regulatory affairs team
- Drafts compliance memos, monitors deadlines, and assists with documentation for audits and clinical trials
- Organizes quarterly legal reviews and coordinates with external counsel

May 2013 - December 2017

Legal Administrative Assistant *Hanson & Wynn LLP, Boston, MA*

- Supported three senior attorneys with filings, contracts, and pre-trial materials
- Maintained legal billing schedules and worked with clients on document submission and formatting
- Developed checklists for annual policy review cycles adopted by firmwide teams

Education

Bachelor of Science (B.S.) in Legal Studies | May 2013 Northeastern University, Boston, MA

Key Skills

★★★★★	Compliance tracking
★★★★☆	Contract coordination
★★★★☆	Document preparation
★★★★☆	Executive scheduling
★★★★☆	Legal formatting
★★★☆☆	Meeting documentation
★★★☆☆	Policy review

Certifications

- Legal Administrative Specialist Certificate | Boston Business Training Center | February 2017