

Nadia Hussain

Legal Operations Specialist | Matter Management, Spend Analytics & Process Improvement

New York, NY | (646) 555-0126 | nadia.hussain@email.com | linkedin.com/in/nadiahussain-legalops

\$780K

Outside counsel spend cut

900+

Matters managed

35%

Faster contract review

40

Vendor relationships

SUMMARY

Legal Operations Specialist with 3.5 years of experience supporting an in-house legal department of 25 attorneys. Reduced outside counsel spend by \$780K, implemented matter management for 900+ matters, and cut contract review turnaround by 35%. Skilled in e-billing, vendor management, legal technology, and reporting.

SKILLS

Legal Operations: Matter Management, E-Billing & Spend Analysis, Outside Counsel Management, Budget Tracking, Contract Workflow, Process Improvement, Legal Hold Administration

Technology: Legal Tracker (Wolters Kluwer), Brightflag, ServiceNow, DocuSign CLM, Power BI, Excel (Advanced), SQL (Basic)

Business Skills: Vendor Negotiation, Project Management, Data Reporting, Change Management, Stakeholder Communication

EXPERIENCE

Legal Operations Specialist

Jun 2023 – Present

Atlas Global Technologies — New York, NY

- Support a 25-attorney legal department by managing matter intake, e-billing, outside counsel budgets, and reporting.
- Reduced outside counsel spend by \$780K through billing guideline enforcement, rate benchmarking, and alternative fee arrangements.
- Implemented matter management for 900+ matters and built Power BI dashboards used by the General Counsel.
- Cut contract review turnaround by 35% by launching a self-service NDA and template workflow.
- Coordinate legal holds for 12 matters and manage 40 law firm and vendor relationships.

Legal Project Coordinator

Jul 2022 – May 2023

Meridian Corporate Law Group — New York, NY

- Tracked deadlines, budgets, and staffing for 30 client matters.
- Prepared monthly invoice review reports and corrected 150+ billing discrepancies.
- Assisted with eDiscovery vendor selection saving 18% on annual costs.

HIGHLIGHTS

Operational Excellence Award 2024; CLOC member; presented legal-tech adoption roadmap to the executive team.

EDUCATION

Bachelor of Arts in Economics

Fordham University — New York, NY
2022 | GPA 3.6

CERTIFICATIONS

- Certified Legal Operations Professional — CLOC (in progress)
- Project Management Professional (PMP) — in progress
- Legal Tracker Administrator Certification