



## **Day in the Life: Michelle Marzullo**

**Interviews and Profiles**



## ***DAY IN THE LIFE***

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### **4:30 am**

Wake up — Often before my alarm. I get up, let the dog out, feed us both breakfast while the teakettle boils. I make my lunch. Gibson is a Catahoula Leopard. he is my grand-dog, yet for some reason he

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still lives with me ...

## **5:00 am**

Catch up on personal texts and emails while I drink my tea. I also skim the *Wall Street Journal* and Facebook.

## **5:30 am**

Get dressed. My office is rather casual but sometimes I want to “dress like a lawyer” (as one of my mentors used to say). If I cannot think what to wear, I grab a shirt with the company logo. On this day, I am fully branded: a polo shirt and a rain jacket.

## **6:00 am**

After getting Gibson situated for the day, I am on the road and hope to avoid heavy traffic. If I am lucky, mine is a 40-minute commute thanks to this early drive time.

## **6:45 am**

Tea and emails, including a daily review of the ACC groups. I make an effort to be an active participant. As a solo law department, the ACC groups provide my morning dose of legal brainstorming. I belong to at least four.

## **7:30 am**

Confer with proposal manager on language to address pain point in Project #1.

## **8:00 am**

Review Project #1 teaming agreements to incorporate change requests from business team. Comments to program manager.

## **9:00 am**

Meeting with CFO about progress on Project #2, I discuss revised timeline and further input required from legal.

## **9:45 am**

Confer with COO re Project #2. Legal documentation and next-phase planning.

## **10:15 am**

Research for a supplement to our employee manual for employees anticipated to work outside of the United States in a country new to our company.

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## **12:00 pm**

Conversation with staff member who works at a location outside of our headquarters.

## **12:15 pm**

Lunch at my desk while reviewing a segment of Project #1 proposal to answer questions from program manager.

## **1:00 pm**

Conversation with CFO about documents and topics in Project #2 and how best to coordinate input from finance and legal.

## **1:20 pm**

Review employee benefits document to respond to question from finance.

## **1:40 pm**

Telephone call with benefits provider for clarification.

## **1:50 pm**

Review and respond to email from program manager with input about teaming agreement changes.

## **2:00 pm**

Emails, document review, and conversation with CFO about FSA Plan document.

## **2:40 pm**

Review section of proposal program manager asked about this morning.

## **3:00 pm**

Attend proposal stand-up meeting about data calls, progress on draft proposal, and timeline.

## **3:15 pm**

Teams meeting with IT re document retention policy.

## **3:30 pm**

Review ACC thread for tips for first time conference attendees at Annual Meeting.

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**3:40 pm**

Drafted agreement requested by senior vice president.

**4:30 pm**

Leave work. It is raining; hoping for an easy commute.

**5:50 pm**

While I could opt for a salad following 30 minutes of exercise, today is National Cheeseburger Day, so I instead choose to indulge in a cheeseburger and french fries. Stopped at Five Guys to pick up dinner.

**6:05 pm**

Enjoy dinner in my kitchen while watching the news. Gibson is a social eater, so this makes him happy. I text back and forth with my daughter.



**6:45 pm**

Rain has stopped, so Gibson and I walk around and play in the backyard, making decisions about what gardening chores need to be done this weekend. I adjust the timer on my automatic lights and talk with my neighbor.

**7:15 pm**

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Sort my mail, tidied the kitchen and dining room, checked my calendar for tomorrow.

## **7:40 pm**

Review an alert from my credit card about a possible data breach. Confirmed the alert was legit and took the suggested steps.

## **8:10 pm**

Shower.

## **8:30 pm**

Sit down to watch TV. My current streaming fave is the original *Frasier*. I do not recall it being as funny as it is. I laugh out loud with every episode.

## **9:30 pm**

Go to bed. Lights out on a busy day.

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Michelle J. Marzullo is corporate counsel for Jovian Concepts, Inc., a consulting company that provides on-site technical services such as software development, systems engineering, and legal compliance support. Marzullo has served as legal advisor for the company since its inception. Her twenty-plus years' experience in litigation and transactional work allows her to collaborate with all business units. She volunteers with local Veteran-focused organizations, including the Elks Club. In her spare time, she enjoys reading and primitive rug hooking.

