



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

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.

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.

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

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.

