

Day in the Life: Debbie Hoffman

Interviews and Profiles



Debbie Hoffman

Chief legal officer

Digital Risk, LLC

Maitland, Florida, USA

6:00 am

The alarm goes off. I throw on a sweatshirt and flip-flops and **drive my teenage daughter to her bus stop in our golf cart**. I drink two mugs of Starbucks Pike coffee and snack on a chocolate peanut butter Luna protein bar as I scan overnight emails from India and peruse the *Wall Street Journal*.

7:00 am

Go for a **morning run with my husband** — a three-mile loop around my neighborhood.

8:00 am

Drive my 12-year-old son to his nearby bus stop. **Get ready for work** and then drive across town to my office while I listen — and laugh — to Johnny Magic on 106.7.

9:00 am

Phone call with Indian counterparts as they wind down for the day. We discuss various corporate initiatives that require US legal guidance. I **loop in outside counsel** for the second part of the call to drill down on a specific matter of concern.

10:00 am

Conference call with the executive leadership team to report on legal updates. I hear the latest from our CEO and from delivery, IT, HR, finance, and other go-to-market leaders.

11:00 am

Snack on carrots while **meeting with the director of HR**. We discuss growth opportunities for various team members, including upcoming team promotions, evaluations, salary cycles, and other related communications.

12:00 pm

Quickly answer emails while noting which issues require further attention. I **review requests from our risk manager pursuant to our latest risk committee meeting** and determine what actions needs to be taken on behalf of the legal department.

1:00 pm

Lunch at my desk. Today, I have Greek yogurt with chopped apples and a mint chocolate chip Luna bar. **Meet with the assistant general counsel in charge of employment law** to discuss changes in our employee background screenings. We also discuss the latest corporate campaign regarding our

internal whistleblower and POSH (prevention of sexual harassment) hotlines.

2:00 pm

Meet with our staff compliance attorney and **review the latest corporate governance submissions.** We brainstorm compliance training options for a client. Outside my office door, a line forms. I meet with another staff attorney to review proposed documents for a change in the corporate structure for our overseas partners.

3:00 pm

Participate in a mortgage-related conference call that pertains to a recent CFPB decision and discuss the proposed response by the Mortgage Bankers Association. After the call, I review requests for a vendor RFP with an impending deadline.

4:00 pm

Meet with our assistant general counsel, who oversees licensing, to discuss the latest regulatory communications, including updates for licenses to incorporate our newest branch in India, and developments for a new project request made by a client.

5:00 pm

Review the letters, timelines, and strategies that my junior staff attorney has developed for various projects. She has proposed training our frontline leaders on intellectual property and records retention.

6:00 pm

Provide approvals in the HR portal after reviewing the legal team's self-assessments. Review spending requests and expense approvals for both the department and for individual employees.

7:00 pm

Draft revisions to my latest industry articles regarding HMDA and cybersecurity, including a **Powerpoint for an upcoming MBA presentation.** Review and draft emails while I comb through my "to- do" list to determine what is still outstanding.

8:00 pm

Drive home and call my mom and dad, who live in New York City. **Enjoy a dinner of pasta and sauce prepared by my husband** while I catch-up with him and our son and daughter.

9:00 pm

Straighten up around the kitchen while I prepare tomorrow's lunch. **Take a quick look at the kids' upcoming schedules and deadlines** for school, dance, baseball, band, and orchestra.

10:00 pm

Watch TV for a bit — which generally means whatever sports event that my son and husband are enjoying.

11:00 pm

Peruse social media, relax, and eventually **go to sleep**.

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