

Mason Dayne Litz

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PROFESSIONAL SUMMARY

Strategically innovative, and adaptive professional with two years of experience in the financial and legal industry. With proven accomplishments and promotions showing the commitment I have to my career. Adept in computer and software proficiency, interpersonal skills, problem-solving and critical thinking. I am recognized by my ability to pivot and maneuver difficult tasks into manageable situations that can be done with ease.

CORE COMPETENCIES

- **Process Mapping:** Analyzing workflows and identifying areas for technology improvements.
- **Alignment with Needs:** Assessing vendor solutions to ensure they meet legal company requirements.
- **Contract Review:** Assisting in reviewing contracts with technology vendors.
- **Project Planning:** Developing project plans, timelines, and communication strategies.
- **Risk Management:** Identifying potential risks and developing strategies to minimize disruption.
- **User Adoption:** Working with vendors to develop training programs for legal staff.
- **Data Analysis:** Gathering data and using analytical tools to interpret and analyze information.
- **Process Improvement:** Proposing and implementing improvements to business processes.

PROFESSIONAL EXPERIENCE

Spizzirri Law LLC — Atlanta, Georgia

Business Analyst | 07-2025 – Present

- Assist with understanding financial distress, and ensuring risk management is a top priority
- Manage the firm's CRM system with focus on client information being internally accessible, accurate, and secure.
- Assisted with the introduction and implementation of HubSpot, Fathom, Clockify, and Excel Finance that has increased firm efficiency in meetings, client relations, and time keeping.
- Collaborated with Spizzirri Law LLC IT team to achieve the proficiencies listed above. Start collaboration with the Finance team to assist the firm with any financial difficulties and reporting's.

Spizzirri Law LLC — Atlanta, Georgia

Marketing Analyst | 02-2025 – 07-2025

- Conducted reconstruction related to firm's contacts, marketing contacts & CRM system.
- Drafted and reviewed firm documents, templates, and onboarding booklets.
- Learned, and mastered the Wix webpage builder, creating the firm's website for 2025.

Northwestern Mutual — Nationally, out of South Dakota

College Financial Representative | 02-2024 – 02-2025

- Conducted meetings with prospects and clients in person and virtually across the country.
- Built and managed clients' financial plans ensure all risks were address and all coverage was readily available.
- Became one of the highest producing interns in the country achieving the prestigious award of Summit Top 100 CFR (College Financial Representative).
- Developed the skill of cold calling and presenting information in a professional manner with precise accuracy over the phone.

EDUCATION

Black Hills State University — Rapid City & Spearfish, South Dakota
MBA- Master of Business Administration in Applied Management
Current - 2026

Relevant Coursework

- Law and Ethics
- Organization Behavior
- Managerial Finance
- Managerial Economics
- Information Technology
- Marketing Management

University of South Dakota — Vermillion, South Dakota
BBA- Bachelors in Business Administration
2019 - 2024

Relevant Coursework

- Business Finance
- Business Law / Legal Environment of Business
- Business Writing
- Business Statistics I & II
- Marketing / Digital Marketing
- Production / Operation Management
- Business Policy and Strategy

TECHNICAL SKILLS

- Open AI (Chat GPT), Grok, Gemini, Copilot, Perplexity Ai
- Microsoft Office 365 (Outlook, Word, Excel, PowerPoint)
- CRM Systems
- Compliance Software
- Design and Multimedia
- Data Analysis
- Information Technology