Mason Litz

BUSINESS ANALYST

(404) 999-2161 | mason@spizzirri.law | www.spizzirri.law

Marietta, GA



Areas of Expertise

Process Mapping
Vendor Alignment and Assessment
Contract Review
Project Planning
Risk Management
User Adoption and Training
Data Analysis
Process Improvement
CRM Systems Management

PROFESSIONAL PROFILE

Mason Dayne Litz serves as Business Analyst at Spizzirri Law, LLC, bringing a strategically innovative and adaptive approach to the firm's financial and legal technology operations. Mason has built a track record of proven accomplishments and promotions in a short time with the firm, combining strong computer and software proficiency with interpersonal skills, problem-solving, and critical thinking. He is recognized for his ability to pivot and maneuver difficult tasks into manageable situations that can be handled with ease.

Mason manages the firm's CRM system, ensuring client information remains internally accessible, accurate, and secure, and assists with understanding financial distress and prioritizing risk management. He led the introduction and implementation of HubSpot, Fathom, Clockify, and Excel Finance tools that have increased firm efficiency in meetings, client relations, and timekeeping. Mason joined the firm as Marketing Analyst, where he reconstructed the firm's contacts and CRM system and built the firm's 2025 website using Wix. Before joining Spizzirri Law, he served as a College Financial Representative with Northwestern Mutual, where he was named one of the highest-producing interns in the country as a Summit Top 100 CFR. Mason is pursuing an MBA at Black Hills State University and holds a BBA from the University of South Dakota.

2 + Years of Experience	**4** Systems Implemented	**T-100** Summit CFR	**MBA** In Progress

Professional Background

Professional Summary

Mason Dayne Litz serves as Business Analyst at Spizzirri Law, LLC, bringing a strategically innovative and adaptive approach to the firm's financial and legal technology operations. Mason has built a track record of proven accomplishments and promotions in a short time with the firm, combining strong computer and software proficiency with interpersonal skills, problem-solving, and critical thinking. He is recognized for his ability to pivot and maneuver difficult tasks into manageable situations that can be handled with ease.

Core Skills

- Process Mapping
- Vendor Alignment and Assessment
- Contract Review
- Project Planning
- Risk Management
- User Adoption and Training
- Data Analysis
- Process Improvement
- CRM Systems Management

Technical Skills

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

Education

MBA, Applied Management (in progress, 2026) — Black Hills State University, Rapid City and Spearfish, South Dakota

B.B.A., Business Administration (2019–2024) — University of South Dakota, Vermillion, South Dakota

Professional Experience

Spizzirri Law, LLC | Jul. 2025 – Present
Business Analyst | Atlanta, Georgia

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

Spizzirri Law, LLC | Feb. 2025 – Jul. 2025
Marketing Analyst | Atlanta, Georgia

- Conducted reconstruction of the firm's contacts, marketing contacts, and 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 | Feb. 2024 – Feb. 2025
College Financial Representative | Nationally, out of South Dakota

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