



Leslee Williams

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Ability to Think Outside the Box
Common Sense
Confidentiality Believer

Diverse Global Expertise
Local & Cultural Intelligence
Multiple Task Specialist

Office Management
Resilient
Vibrant Personality



Founder/Survivor

Nonprofit | 2018 - Present

Sacred Purpose - The final stage of my journey using what happened to me, to help others. Volunteer at hospitals and rehabilitation facilities giving patients, family, and caregivers the insight (advice, assistance, guidance, hope, and support) to move forward after brain injury. Convey my personal story of courage, strength, and hope.



The Coca-Cola Export Corporation - Dubai Branch
Legal Assistant, Middle East and North Africa Business Unit
Dubai | 2013 - 2015

Administration & Legal Support - Assisted Business Unit Legal Counsel, Region Legal Counsel and Legal Assistants by proactively addressing matters identified; Assumed ownership of work, collaborating with team members to ensure comprehensive coverage, while maintaining a high level of confidentiality at all times; Prioritized projects to ensure effective completion within required timelines; Handled law firm accounts and paid invoices; Managed overdue quarterly reports from Corporate Ethics & Compliance Department in Atlanta, encouraging completion by Associates; Updated KO internal and external contact information; Arranged annual region team meeting in Dubai; Drafted MENA Business Unit related contracts and agreements; Prepared various emails on behalf of Business Unit Legal Counsel.

Legal Department Trackers - Collaborated with team to gather and update information for respective tracker systems, ensuring accuracy and deadline population (outside counsel budget, travel expenditure, corporate structure data, training & awareness, secondment agreements, monthly legal report, government officials and donations, annual leave and region contact lists); Tracked Code of Business Conduct, Anti-Bribery and Legal Department Orientation trainings; Region consolidation of information for budget purposes and distribution for predetermined timelines; Periodically reviewed existing trackers for enhancement in consultation with Business Unit Legal Counsel as required, to confirm compliance with Audit Department.

menaLAW - Oversee the on-going evolution and maintenance of our menaLAW Legal Department SharePoint site; Single point of contact for IT issues; Structure and upload information, lists and documents to site; Completed the transition of any documents maintained separately, including those for Aujan and Rani Refreshments; Provided training to Region Legal Counsel and Legal Assistants.


BAKER BOTTS LLP

Baker Botts L.L.P. ~ International Law Firm

Personal Assistant to Robert Jordan

Middle East Partner in Charge/Former United States Ambassador to Saudi Arabia

Dubai | 2012 – 2013

Personal Assistance - Organized complex travel arrangements including flights, accommodation and airport transfers; Entered lawyer time spent on specific client matters; Produced monthly bills, checking for accuracy and sending out in a timely manner; Electronic and physical filing of correspondence and documents; Processed expense claim forms via Metastorm, uploading digital scanned copies of receipts, business development approval forms and ensured accurate expense codes were used; Input client development events, meetings and business card contacts using InterAction; Supported all international office visiting lawyers and assisted with all office management tasks as required.


DEWEY & LEBOEUF LLP

Dewey & LeBoeuf LLP ~ International Law Firm

Legal PA to Federico Salinas, Equity Partner

Dubai International Financial Centre | 2010 - 2011

Client Meetings and Travel - Provided first class professional support services to the international capital markets, M&A and private equity transactions partner with clients such as Anadolu Efe's, Damas, Kiler Group and Zain Saudi Arabia; Scheduled meetings and appointments; Arranged global conference calls through LegalConnect and distributed details to all parties; Continuously checked all incoming and sent emails, taking appropriate action when necessary; Acted as the key contact point for other attorneys within our global offices; Coordinated travel arrangements securing flight requests, hotel accommodation and ground transportation.

Document Production - Created, formatted and amended documents using mark-ups and manuscripts, ensuring house style was maintained to a high degree of accuracy within tight deadlines; Composed DeltaView comparisons and worked on documents containing track changes producing quality work product; Proofread outcome for accuracy of format, grammar and punctuation with a strong attention to detail; Revised proposals and presentations; Prioritized responsibilities in a continuous changing setting of importance.

Administration - Paid personal bills and managed coordination of London home with wife and daughter; Performed conflict checks and processed new client matters through CompliFlow, including obtaining required anti-money laundering documentation; Produced expense reports using GEAC via London office; Liaised and assisted finance manager in generating invoices, ensuring correctness of finalization; Maintained personal files and e-library of standard forms and templates on shared drive; Built relationships across the Dewey & LeBoeuf network and gained a detailed understanding of the Global desktop.



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Assistant to Business & Legal Affairs Team

California | 2001 - 2005

Team Focus - Devoted superior interactions with Executive Management, Fisher-Price and American Girl on a broad range of matters to ensure requests were fulfilled on behalf of team; Consistently recognized for improving operational procedures and producing error-free projects and documents; Frequently sought out by employees to handle issues and defuse problem situations; Streamlined agreement process for business groups such as Human Resources, Real Estate and Worldwide Trade Shows on behalf of three lawyers; Created highly effective organizational and contract distribution systems including quick and thorough indexing, filing and off site storage resulting in easy access to critical information; Interfaced with facilities management regarding furnishings, space allocation and employee relocation; Organized various parties and events for Law Department.

Personal Enhancement

Coca-Cola University ~ Certificates

The Coca-Cola Company Formula for Experiencing Change
Building an Environment of Mutual Respect
Code of Business Conduct
Insider Trading
Protecting Company Information



Mattel Employees Association ~ Board Member

Assisted in full spectrum of employee relations activities including charities and events for 2,000 employees



Mattel, Inc. Leadership Development Center ~ Certificates

Empowerment Workshop, Your Role in Creating a Positive Work Environment
Franklin Covey, What Matters Most, Time Management Skills Program
American Management Association, Annual Briefing for Administrative Professionals



Administrative Certified Programs

Microsoft Word, Excel, and PowerPoint Courses (typing speed 80+ wpm)
The Perfect PA, Spearhead Training Course
The Organized Secretary, Padgett Thompson Seminar

Volunteer Efforts



American Heart Association

Heart Walk

2021 Fargo ND Heart Walk

Thursday, August 5, 2021

American Heart Association Grand Forks

Survivor table Ambassador



Human Services



GEORGETOWN UNIVERSITY



North Dakota Human Services & Georgetown University

“Embracing Diversity in Person-Centered Practices”

Panelist of Authentic Experience



Sunrise Hospital & Medical Center

Centennial Hills Hospital & Medical Center

Peer visitation offering survivors, family, and caregivers the insight (advice, assistance, guidance, help, and support) to move forward after brain injury. Share my personal story of courage, strength, and hope.



American Heart Association

American Stroke Association

Annual Heart Ball 2018



Kiwanis Club of El Segundo, California

“Beauty and the Beach”

Annual Beachfront Clean-Up



Mattel, Inc.

Santa Monica “Party on the Pier!”

Benefiting Mattel Children's Hospital at UCLA