

Daniel Michalek

DIRECTOR OF LEGAL OPERATIONS

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CAREER HIGHLIGHTS

Streamlined Legal Operations Efficiency: Successfully implemented and managed CLM systems, reducing contract turnaround times by up to 40% and improving cross-departmental collaboration in high-growth, fast-paced environments.

Cost Management and Budget Optimization: Spearheaded initiatives to reduce legal spend by developing creative workflows, negotiating vendor contracts, and introducing automated processes, resulting in significant cost savings without compromising operational quality.

Process Development and Cross-Functional Collaboration: Designed and executed scalable legal intake workflows and operational processes that resolved departmental friction, ensured regulatory compliance, and supported seamless collaboration across multiple business units.

Leadership in Digital Transformation: Played a pivotal role in driving end-to-end digital transformation initiatives, including onboarding new technology platforms, streamlining corporate and medical registrations, and ensuring alignment with corporate growth strategies.

WORK EXPERIENCE

CAREER BREAK

Nov. 2024 – Jan. 2025

- Took an intentional pause from a 20-year fulfilling career to take a self-designed sabbatical to rejuvenate myself and discover opportunities to use my skill set in new ways.

DIRECTOR, LEGAL OPERATIONS, Shockwave Medical, Inc.

Sept. 2023 – Nov. 2024

- Implemented process improvements to streamline and standardize CLM usage, enabled decentralized contract management, introduced self-service templates, and reduced contract review wait times by 40%.
- Spearheaded a redesign of the contract data reconciliation process, relied on CLM's AI capabilities to capture basic contract data, which reduced contract review time by 80% and improved accuracy by 98%.
- Revamped the quarterly reporting process by leveraging AI and rigorous data review protocols, enhancing reporting accuracy by 95% and reducing reporting cycle time by 75%.
- Standardized and deployed new contract templates, provided training, and established self-service resources, leading to a 75% increase in contract management efficiency and a 20% reduction in errors.
- Oversaw outside counsel and legal vendor selection and onboarding process, streamlined department PO and invoice approval process by implementing standardized protocols, reducing invoice processing times by over 60%.
- Managed a team of 3 contract managers and 1 legal operations professional who supported the successful roll out of the technology road map, contract review process improvements, and drove 100% accuracy and cycle time each quarter.

LEGAL OPERATIONS MANAGER, Branch Metrics, Inc.

Aug. 2021 – Sept. 2023

- Implemented a legal ticketing solution integrated with Ironclad, Salesforce, and Slack, automating customer inquiry triage and eliminating manual deal tracking, resulting in an 80% reduction in response time from legal to sales and deal desk team members, and allowed legal to hire 2 commercial counsels.
- Spearheaded the deployment of a clickwrap NDA, streamlining contract execution workflows and reducing contract processing time by 60%, while increasing compliance accuracy by 20%.
- Managed the legal budget and aligned budget priorities with the VP of Legal and VP FP&A, achieving a 15% under-budget performance and optimizing resource allocation across the department.
- Oversaw privacy operations, leading the timely and compliant resolution of 100% of inbound data privacy requests and ensuring regulatory adherence across multiple jurisdictions.
- Led monthly onboarding sessions for new hires, enhancing understanding of legal operations and improving cross-functional collaboration, which resulted in an 80% increase in successful onboarding and compliance across teams.

SR. LEGAL OPERATIONS MANAGER, Patreon, Inc.

Feb. 2021 – Jul. 2021

- Streamlined contract lifecycle management by standardizing templates, implementing milestone alerts, and integrating new contract management solutions, reducing contract processing time by 75% and increasing compliance by 30%.
- Managed legal billing processes, enhancing the accuracy of monthly accrual data collection and invoice tracking by 20%, leading to a 100% reduction in billing discrepancies.
- Monitored and analyzed key operational metrics, delivering strategic recommendations that facilitated legal team growth by 20%.
- Oversaw equity management, processing share transfers and secondary sales, ensuring timely delivery of option grants.

SR. MANAGER, LEGAL OPERATIONS, Veritas Technologies LLC

Jan. 2019 – Feb. 2021

- Led a cross-functional team in restructuring the legal organization to align with strategic corporate goals, resulting in increased global collaboration and a 35% improvement in operational efficiency.
- Enforced compliance with billing guidelines, reducing outside counsel spend by 45% through the implementation of robust financial controls and educational resources.
- Redesigned the invoice receipt and review process, enhancing coordination between Legal, Accounts Payable, and Finance teams, which reduced invoice processing time by 75% and resulted in 100% on-time payments to firms and legal vendors.
- Developed new legal pricing models that resulted in \$300K per year cost savings through AFAs with key law firms.

IP OPERATIONS MANAGER, Agilent Technologies, Inc.

Apr. 2016 – Jan. 2019

- Streamlined IP operations by implementing process improvements and new technology solutions, leading to a 30% increase in team efficiency and a \$200K reduction in operational costs.
- Recruited, trained, and mentored a team of 3 paralegals and an offshore docketing team.
- Optimized operational workflows by automating manual processes, including a self-service inventor award store, which decreased award processing time by 80% and enhanced inventor satisfaction.
- Onboarded 20+ new outside counsel, streamlining the integration process and reducing onboarding time by 35%.

SR. IP PARALEGAL, Seagate Technology

Jul. 2015 – Jan. 2016

- Provided operational and legal support for outside counsel management, onboarding of a third-party docketing vendor, integration of the non-US patent counsel to the FoundationIP system, and the internal audit of the patent annuity vendor.

SR. IP PARALEGAL, Apollo Education Group

Jul. 2012 – Jun. 2015

- Developed IP processes for a portfolio of 100+ assets; filed copyright applications, investigated copyright infringement claims.

E D U C A T I O N

BACHELOR OF ARTS, ENGLISH | University of Phoenix, San Jose, CA**ASSOCIATE OF ARTS, PARALEGAL STUDIES** | DeAnza College, Cupertino, CA