



Samantha West

Director, Administration

Position with Firm

- 2022–present **Director, Administration.** Serves as the point person for PSC's facilities, human resources, and equipment. Manages the firm's contracting processes. Coordinates employee recruitment and onboarding. Directs and seeks support from vendors. Contributes to the development of corporate policies and procedures. Maintains confidential and sensitive information on behalf of the firm.
- 2019–2022 **Senior Executive Assistant.** Provided high-level administrative support to the firm's principals. Coordinated meetings and managed calendars. Maintained confidential and sensitive information on behalf of the shareholders, leadership team, and firm.

Previous Professional Experience

- 2019–2019 **Legal Secretary, Miller Canfield,** Lansing, Michigan. Delivered high-level administrative support to five attorneys in the firm. Composed and revised legal documents, including letters to clients and presentation materials. Administered new client file openings, including conflict checks and engagement letters. Submitted monthly time entries and managed the billing process, including invoicing.
- 2017–2018 **Executive Administrator/Extradition Coordinator, Executive Office of Gov. Rick Snyder,** Lansing, Michigan. Served as key liaison to the Michigan Department of Corrections, the Department of Attorney General, the Michigan State Police, and the governor's office regarding extradition matters. Analyzed and processed legal documents for bond approvals, charter amendments, removal of office requests, special elections, and interlocal agreements. Played a key role in the judicial appointment process, including conducting background research, processing, and interviewing potential candidates. Collaborated with deputy legal counsel to assess commutation and pardon requests and to provide recommendations to the governor.
- 2017–2017 **Chief of Staff, Department of Environmental Quality,** Lansing, Michigan. Advised director and senior management as a key member of the executive leadership team by managing special projects. Drafted various correspondence, briefings, and presentations. Researched and organized briefing materials for the director.

- 2015–2017 **Deputy Director Assistant, Michigan Agency for Energy**, Lansing, Michigan. Supported director and deputy director to oversee and implement agency activities, policies, and programs. Directed special projects, including agency restructuring, and managed all Freedom of Information Act requests and responses.
- 2015–2016 **Senior Executive Management Assistant, Michigan Agency for Energy**, Lansing, Michigan. Delivered administrative support to executive leadership and served as liaison to agency staff for work assignments and follow-up efforts. Performed various administrative functions, including screening incoming correspondence and reports, reviewing and editing documents, compiling materials, and coordinating travel arrangements.
- 2012–2015 **Executive Assistant to Legal Division, Executive Office of Gov. Rick Snyder**, Lansing, Michigan. Championed vital administrative functions involving highly confidential materials for the governor’s legal counsel and deputy legal counsels. Managed all incoming correspondence and calls. Drafted and edited letters and documents. Directed process for litigation acceptance.
- Education Northwood University, BBA in Marketing Management
Lansing Community College, Postbachelor Certificate of Achievement in Paralegal Studies

Activities

- Member of the Michigan Board of Marriage and Family Therapy, 2017–present