

## Sharon L. Ellwood

Chief Operating Officer

### Tampa

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### Education

- M.B.A., University of Tampa
- B.B.A, with distinction, Iowa State University

### Overview

Sharon Ellwood joined Trenam Law in 1999 as the Director of Administration and has served as the firm's Chief Operating Officer over general business operations including accounting, technology, and office services since 2012. Sharon received her MBA in 2008 from The University of Tampa and her BBA, with distinction, from Iowa State University in 1986.

Before joining Trenam, Sharon worked 13 years for Arthur Andersen, one of the "Big Four" accounting firms. She began her career as a CPA, practicing in the Audit Group. Prior to departing from Arthur Anderson, Sharon split her time as the Director of Human Resources and Administration for their Central Florida offices and served as a manager in the Contract Services Practice, providing business processing outsourcing.

At Trenam, Sharon focuses on improving operational processes and procedures without interfering with attorney productivity. She works directly with the Executive Board on all strategic planning, analyses, and projections and provides financial reporting to Shareholders. She continually works on developing best practices across the firm, and implementing opportunities for increased efficiency. Sharon has a keen eye for identifying and introducing cutting-edge innovations, keeping Trenam competitive in the marketplace.

Sharon helps set the pace and reinforce the culture of teamwork and collaboration that is a hallmark of the firm. She strives to promote the spirit of collegiality as established by the firm's founding members.

Sharon has studied and mastered project management and process efficiency techniques both through her undergraduate and graduate programs, as well as in real-time, throughout her career. She has taught various topics, including process improvement and facilitation skills, in a desire to share knowledge and improvement techniques with others.

### Professional Involvement

- Society of Human Resource Management, Member 1999
- Association of Legal Administrators, Member, 2000 to 2014
- SPHR Certification, 1999-present
- SHRM-SCP Certification, 2015-present
- Certified Legal Manager, 2008-2014
- Certified Public Accountant, 1986, currently inactive status