

To contact this applicant call (310) 821-5064

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## SUMMARY

A proactive and results-oriented **Administrator** with 15 year's experience in medium and large size law firms. Possess a strong human resources generalist background with demonstrated talent for communicating, organizing, and managing with a focus on problem solving and improving existing systems. Hands-on experience in developing highly motivated, collaborative teams. An effective communicator/writer and strategic thinker. Background includes strong accounting background with familiarity of all standard accounting principles and systems. Expertise includes:

- Recruiting and employee retention
- Training and orientation
- Employee relations
- Policies and procedures
- Compensation and employee benefits
- Labor law compliance
- Workflow coordination
- Team leadership
- Multi-branch office management
- Facilities management
- Financial management
- Management of information systems

## EMPLOYMENT HISTORY

**Kirkpatrick & Lockhart LLP** (26 attorneys), Los Angeles Office – 1998-2001.

*(Formerly Freshman, Marantz, Orlanski, Cooper & Klein- merger - 2/2000)*

Responsible for administration of a national law firm's branch office of an office totaling 60 employees to include: human resources, financial management, facilities, and operations.

### **Human Resources Management**

Recruited new employees. Developed and administered compensation structure for non-attorney positions. Supervised and counseled support staff; addressed employee grievances, and mediated disputes.

Administered performance management system, i.e., appraisal, disciplinary action, termination.

Administered all employee benefit programs. Ensured firm's compliance with all state, federal, and local labor laws. Designed employee training and development programs; provided new employee orientation.

Remained current on all labor law developments. Planned and coordinated employee events.

- Significantly improved caliber of staff and reduced employee turnover.
- Maximized employee morale and productivity.
- Ensured firm's stabilization during a post-merger transition, integrating all office procedures and policies.
- Addressed, implemented and led multiple changes during a period of enormous growth and transition.

### **Financial Management**

Reviewed and analyzed financial statements, management and operating reports. Monitored internal financial controls, i.e., cash flow, collections, expenditures, bank reconciliations, etc. Supervised the accounting manager. Prepared and developed the annual budget and monitored variances. Administered the firm's insurance programs and negotiated equipment leases.

- Systematized the accounting and billing departments, reduced billing cycle turnaround, and greatly enhanced firm's financial reporting capability and accuracy

### **Management Information Systems**

Researched and recommended equipment acquisitions and technological updates based on firm needs. Supervised the Manager of Information Systems. Remained current on technological advances and emerging trends in information systems.

- Assisted in a firm-wide rollout of new software programs and computer hardware with related training programs.

### **Facilities/Records Management/Projects**

Supervised the Offices Services and Records Managers. Ensured proper maintenance of the facilities, furniture, and equipment. Planned and coordinated complex client development events, partnership retreats, and firm functions.

- Assisted in a 23,000 square foot raw office space build-out.
- Organized and implemented a massive file conversion and new records software.
- Organized and executed a seamless firm relocation.
- Planned and executed a major marketing event for 200 people.

### **Cole & Marley** (nine attorneys), Los Angeles, 1993-1998.

Administrator. Responsible for all aspects of human resources, financial management, facilities management, and operations.

- Systematized accounting and billing procedures. Reduced the billing cycle turnaround, and greatly enhanced firm's financial reporting capability and accuracy. Researched and implemented a new time and billing system. Supervised the staff and coordinated workflow. Developed policy and procedures manual.

### **Shapiro, Posell & Close** (26 attorneys), Los Angeles, 1990-1992.

Administrator. Responsible for all aspects of human resources, financial management, facilities management, and operations.

- Effectively researched and installed the firm's 50-workstation Novell network. Conducted a major time and billing conversion to Elite without any disruption to the normal billing cycle. Implemented 401(k) plan and implemented firm's Illness & Injury Prevention Plan. Assisted the firm to integrate operations subsequent to firm merger.

### **National Energy Systems, Inc.** (60 Employees), Los Angeles, 1984-1989.

Administrator. Responsible for all aspects of Human Resources, Financial Management, Facilities Management, and Operations.

- Assisted in automating inventory controls and converting data processing system.

**Previous employment: LaFollette, Johnson et al (40attorneys).**

### **EDUCATION/ AFFILIATIONS**

LaSalle College, Boston, Massachusetts

Numerous professional training courses and workshops in areas of human resources management.

Association of Legal Administrators; Professionals in Human Resources Association