



Administrative Assistant Biography Sample

For the past 24 years, Ann Cummings has provided excellent attention to detail and has effectively represented the face of the Law Office of Wallace & Sons. Working in close coordination with all 13 lawyers in the firm, Ann has proven to be indispensable in organizing scheduling and managing schedules and resources while innovating successful projects to improve office support. Her contributions toward improving and eventually overhauling the law office's correspondence systems to more efficiently communicate within and outside the company. Ann's contributions towards the betterment of Wallace & Sons, LLC and her continued commitment to her career has made her pillar of this firm.

Ann has brought over 30 years of experience in her field to the law office. She is a cum laude graduate of Ohio State University, holding a Bachelor of Arts degree in Communications Studies. After attaining her BA, Ann worked within Ohio State University in an administrative role within the university's bursar office for two years. Afterwards, she returned and earned a Master of Arts degree in Communication Management with a focus in Legal Communications at Ohio State.

She was offered a position at Wallace & Sons in 1985 as an administrative assistant for her competencies in legal document management and legal proofreading. In the coming years, Ann worked to organize records and financial reports for litigation cases and keeping in close contact with our partner firms, providing necessary correspondence handling. Her reorganization of the company's data management systems resulted in significant accessibility and higher efficiency, and her keen management of the multimillion dollar budget of the firm allowed for unprecedented growth within the company. Additionally, Ann has cultivated a harmonious and fastidious work environment within the law office that allows her to graciously represent the face of our firm when meeting and corresponding with new and old clients alike. Under Ann's guidance, Wallace & Sons has grown to become one of the top civil litigation practices in the Greater Cleveland region.



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