

INTAKE / MARKETING

INTEGRATOR

KEN HARER

- LMA
- Day-to-day operations
- Financials
- Case Management/Processes
- Facility Management Physical Plant

MARKETING

VALERIE OMAN

- Publications
 - Website Digital
- CLG Q&A
- Networking/Relationship Building
 - Industry Events
- Training/Teaching
- Marketing to Developers
- Marketing Metrics/Reporting

INTAKE

CHELSEA GARDNER

- Intake Processes
- Conflict Checks
- Fee agreements
- Client Documents
- Consultations

MARKETING ADMINISTRATION

- Follow Up Existing Clients
- Cold inquiries and requests
- Industry Event Coordination/Administration
- Admin Support Q&A

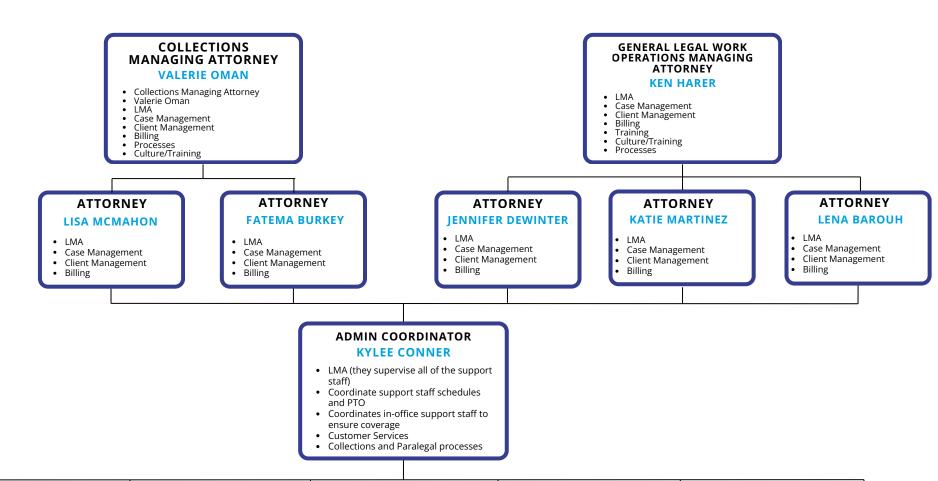
RECEPTIONIST

BRANDY GRAY

- Brandy Gray
- Phone Management
- Mail Management
- Customer Service in-office presence
- Notary Services

CONDOMINIUM LAW GROUP, PLLC

OPERATIONS



PARALEGAL KATIE MARTINEZ

- Assignment of work
- Case Management
- Client Management

PARALEGAL

IAN LEONARD

- · Assignment of work
- Case Management Client Management

PARALEGAL ABBY SMITH

- Assignment of work
- Case Management
- Client Management

PARALEGAL DAWN GROSSMAN

- Assignment of work
- Case Management
- Client Management

PARALEGAL KYLEE CONNER

- · Assignment of work
- Case Management
- Client Management

PARALEGAL CHELSEA GARDNER

- Assignment of work Case Management
- Client Management



FINANCE/ADMINISTRATIVE

FINANCE/ADMINISTRATIVE

KEN HARER

- LMA
- Invoicing
- Physical Plant
- Financials Planning/Forecasting
 - Insurance
- Business Plan and Reporting

HUMAN RESOURCES

VALERIE OMAN

- Performance Reviews
- Hiring
- Capacity of Team members and efficiency
 - Billing
- Culture

EXECUTIVE ASSISTANT TO VALERIE

KYLEE CONNER

- Manages Valerie's task list.
- Organizes and connects emails to practice management software.
- Forwards messages as needed.Adds email-based tasks to Valerie's list.
- Logs billable time for Valerie to review later

OFFICE MANAGER

CONNOR YOKOYAMA

- Bookkeeping
- Invoicing
- Vendor Payments
- Reporting
 - Cash flow

IT (OUTSOURCED)