

Katherine Gambino-Irby

PROJECT MANAGER



kate@eefirms.com
716-603-9580

CAREER HIGHLIGHTS

ESSENTIAL EDGE COMPANIES

PROJECT MANAGER

- Manage projects from conceptualization through development, implementation and close out.
- Execute on timelines, milestones and deliverables.
- Draft and deliver project proposals.
- Create progress reports and monitor projects to assess efficiency.
- Build strong relationships through exceptional client service; serve as daily point of contact for outsourcing business client communications.
- Onboard and oversee consultants.
- Liaise with vendors to identify systems and platforms to optimize business development and processes.
- Manage administration, including invoicing.

THE PEARL LAW FIRM, Naples, FL

PARALEGAL/OFFICE MANAGER

- Served as an assistant to three attorneys.
- Prepared and filed court documents, various agreements and correspondence.
- Proficient in multiple computer applications including Clio, Outlook and Excel.
- Promoted to Office Manager in 2017: handled all office billing and oversaw Rochester, New York office employee and associate.

THE KRAMER LAW FIRM, Marco Island, FL

PARALEGAL

- Served as an assistant to two attorneys.
- Took written transcription.
- Prepared and file court documents. Prepared various agreements and correspondence.
- Daily telephone contact with clients and attorneys.

EDUCATION

UNIVERSITY AT BUFFALO MILLARD FILLMORE COLLEGE

Paralegal Certificate

SAMPLE COURSEWORK

Real Estate Law

Paralegal Procedures

Introduction To Law, Research
and Ethics

PERSONIUS MELBER LLP, Attorneys at Law, Buffalo, NY

LEGAL ASSISTANT

2009 – July 2012

- Served as an assistant to two Partners and one Associate of the firm.
- Arranged business travel for attorneys including airfare, hotel and car rental reservations.
- Prepared various agreements and correspondence.
- Took transcription from dictaphone.
- Prepared and filed court documents.

