

Katherine Gambino-Irby

CHIEF OF STAFF

CAREER HIGHLIGHTS

ESSENTIAL EDGE COMPANIES

CHIEF OF STAFF

- Manage internal financials to optimize firm efficiency.
- Coordinate 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 clients.
- Onboard new employees.
- Administer timesheets, insurance and other administrative tasks.
- Liaise with vendors to identify systems and platforms to optimize business development and processes.

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.



kate@eefirms.com

716-603-9580

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.



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