



## Patricia Wolfe

Operations Coordinator and Senior Administrative Assistant

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781 795 4728 direct  
she/her

Pati skillfully handles a variety of essential administrative tasks for the firm as the Operations Coordinator & Senior Administrative Assistant. She triages incoming client work as well as current work-in-progress for several clients who are engaged in large scale international clinical trials. She keeps track of CLE requirements and serves as the pivot point between the firm's IT team and end users. Pati ensures the firm's compliance with HR training and reporting in areas such as anti-harassment. With more than 25 years of combined administrative and legal experience, Pati brings substantial knowledge and expertise to the firm.

### EXPERIENCE

#### Seyfarth Shaw, LLP

Legal Secretary

- Primary resource on matters relating to e-filing in all states
- Training staff on new software programs
- Go-to person for advanced Microsoft Office software questions
- Assisted on hundreds of cases, including trial preparation and paralegal functions

#### SYSCO

Executive Assistant

- Provided administrative assistance to senior level management in the food services industry

#### Willis North America

Executive Assistant

- Provided administrative assistance to senior level management in the insurance industry

### COMMUNITY

Pati currently serves on the firm's Educational and Cultural Events Programming (ECEP) committee. Pati has served on the firm's philanthropic committee and as a member of the Equal Justice Works fellowship team.

### Education

- Mount Saint Mary's College, Brentwood, CA