

## Darlene McCormick

Chief Operating Officer



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Darlene McCormick is responsible for the management of both the administrative and financial operations of the firm. She applies her career experience to improving operational stability, efficiency and profitability, staff

management, technology development and team building.

Within her financial responsibilities, Darlene handles financial planning and strategies, reports, and treasurer functions of the firm, including budgeting and trust account administration.

Other areas of responsibility include quality management, process improvement, and contract management. She also works closely with the firm's marketing team to ensure the mission, vision and values of the firm are reflected in a range of communications.

Darlene began her career as a law firm administrator. She has more than 30 years of experience in managing various legal operations. Her skills include legal project management and database development.

### COMMUNITY INVOLVEMENT

- Volunteer, Seeds of Literacy

### EDUCATION

- Associates degree, Marketing  
(*cum laude*)

### PROFESSIONAL ORGANIZATIONS

- Association of Legal Administrators