



## Josephine Pelegano

Director of Office Administration

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Josephine Pelegano is the Director of Office Administration. She has been with our firm since 1986 serving in various roles. Josephine is currently responsible for day-to-day operations and space planning of firm offices. She is responsible for managing the performance of office administration professionals and ensures her senior team follows consistent management practices. With her colleagues, Josephine drives performance results to ensure a high level of support to our clients.

Josephine manages and negotiates vendor contracts and relationships to drive cost savings and to ensure compliance with service level agreements. She assesses and identifies office equipment needs and reviews maintenance schedules.

Josephine oversees and coordinates various office events and charitable office activities along with team members across all offices.

### Leadership + Memberships

#### **Association of Legal Administrators – National**

Member since 2011

#### **Association of Legal Administrators – Nutmeg Chapter**

Member since 2011