



KELLY HALTERMAN

Accounting Assistant

ABOUT KELLY

Meet Kelly Halterman. Kelly is one of our fabulous Accounting Assistants at CPN Legal. With a bachelor's degree in paralegal studies, Kelly is uniquely equipped to help assist our clients, who work primarily in the legal field. Prior to working with CPN Legal, Kelly worked in a law firm that used Clio and with a Certified Public Accounting firm. Her experience and drive make her a true asset for our team.

Originally from Ohio, Kelly now lives with her family just across the state line in Indiana. As a mother of two, Kelly enjoys spending her time with her family. When she's not hard at work, Kelly can be found curled up with a book by Janet Evanovich or Robert Parker.

KELLY HALTERMAN
Accounting Assistant
kellyh@cpn-legal.com
(513) 447-6289

EDUCATION

Beckfield College,
Florence, KY
Bachelor's Degree in
Paralegal Studies
Political Science

SKILLS

Customer Service
Microsoft Excel
Clio
Organization
Project Management
Payroll
New Client
Implementation

FUN FACT

Kelly has a Cosmetology
License

TURN TO HER FOR:

- Assistance with Billing
- Assistance with Clio Manage and/or Clio Grow
- Assistance with Collections

PROFESSIONAL SUMMARY

Organized legal professional with 10 years of managerial experience assisting with financial reporting and payroll. As a licensed paralegal, Kelly is well versed in lawfirm practices and clientelle.

PAST ROLES

ScrogginsGrear Consultants & CPAs - Cincinnati, OH - New Client Implementation Manager and Payroll Specialist

Lawrence & Associates - West Chester, OH - Paralegal

Zwicker & Associates - Hebron, KY - Legal Debt Collector

MEET CPN LEGAL

CPN Legal commits to being results-driven by measuring their ability to reduce attorney involvement in operational activities while at the same time increasing a law firm's efficiency and profitability. Focusing on serving the needs of solo practitioners and small firms, CPN Legal offers the following services: Outsourced Bookkeeping, Legal Practice Software selection and implementation, and Practice Start-Up.

