

KATE YOUNG

Executive Assistant



KATE YOUNG
Executive Assistant
katey@cpn-legal.com
513-447-6289

EDUCATION

Colby Sawyer College, New
London, NH
Studied Art History

SKILLS

Administrative Leadership
Time Management and
Organization
Quickbooks
Microsoft Office Suite
Digital Marketing

FUN FACT

If Kate won the lottery, her first step: hire an attorney. Then, take a little time off to show her mother, siblings, and children the world before returning to work.

ABOUT KATE

We're so excited to have Kate as part of our team, as Executive Assistant. Kate is hard at work behind the scenes ensuring the day-to-day operations run as they should. Kate brings more than 20 years of administrative experience to CPN Legal. Having spent the last few years working remotely in digital marketing, Kate enjoys being a part CPN Legal team in an office environment. The friendly atmosphere and collaborative culture of CPN Legal plays a large part in this... the office dog doesn't hurt either.

Kate spends time out of the office exploring her new city and the surrounding areas with her two year old Aussie-Lab mix, Kai. She loves to travel, a hobby made easy, with her two adult daughters. Like many on the CPN Legal team, Kate is a fan of spending time outdoors, hiking and kayaking. She's also a fan of live music and the cultural arts; ask her about music, art, and movies! Chances are you'll find something in common! Her latest hobbies include gardening, herbology, and renovating her house.

TURN TO HER FOR:

- New client onboarding
- QuickBooks vendor bill management
- CPN's Team relies on Kate to keep everything on task for the month end process
- Need to get on Peggy's calendar? Email Kate!

PROFESSIONAL SUMMARY

Forward-focused, administrative professional with a strong record of exceptional management performance and a drive to develop procedural efficiencies and optimize policies and procedures to maximize workflow while growing and developing relationships internally and building trust with clients.

PAST ROLES

Linkmedia360 - Independence, Ohio - Digital Marketing Campaign Specialist
OMNI Construction Company - Cleveland, OH – Project Coordinator/Office Manager
Ace Demo, Inc. - Cleveland, OH — Executive Assistant/Office Manager/Bookkeeper
Weiss & Freedman, LP - Chagrin Falls, OH – Legal Assistant/Office Admin/Bookkeeper
Cooley Godward LP - San Diego, CA – Legal Assistant

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.

