

## Katherine Draus

### Office Administrator

Kathy performs the administrative duties of the firm. She is responsible for our day-to-day operations, keeping track of important deadlines and due dates. Kathy is an experienced legal secretary with over 25 years in the legal field. She also has a Bachelor's Degree from Franklin Pierce University in Information Technology. Please contact Kathy to answer any questions about a matter, billing, or other procedural inquiries.



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### Education

- Briarwood College, A.S., Legal Secretarial Science, 1986
- Franklin Pierce University, B.S., Information Technology, 2005

### Experience

- Legal Assistant - Hinckley, Allen & Snyder, Concord NH
- Legal Assistant - Nelson, Kinder, Mosseau & Saturley, Manchester NH