



## Karen A. Valle

### Office Manager

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## Profile

**Karen manages Bond's Rochester office and is responsible for directing all administrative and operational areas of the office for the firm. Karen takes great pride in her work and is dedicated to exceptional client service.**

She assists in developing and implementing firm policies and procedures and oversees the administration of HR policies, project management, client relations, and budgets. She is motivated by spending her time coaching and mentoring staff and giving them the necessary tools and resources to develop into future leaders.

With more than 15 years of experience in office management, Karen brings to Bond a broad range of knowledge in various disciplines, including human resources, change management, marketing and finance. Before joining the firm, she held various leadership positions and her responsibilities included day-to-day operations, yearly strategic planning, managing multiple offices, vendor relations and eCommerce.

Karen continues to volunteer in the Rochester community and serves on the National Human Resources Association Board of Directors. In addition, she is a national member of the Association of Legal Administrators (ALA), where she continues to gain insight into the legal world and expand her professional development.