



## Malinda A. Friedrich

### Paralegal/Administrative Assistant

friedrm@bsk.com

68 South Service Road

Suite 400

Melville, NY 11747-9750

(516) 267-6316

(516) 267-6301 fax

### Profile

**Malinda has more than 20 years of paralegal and administrative assistant experience. She takes on the dual role, supporting staff and attorneys in the litigation department.**

Malinda's responsibilities include large case management involving the review, organization and maintenance of voluminous documents and records, electronic filing, case monitoring, client interaction and preparation of pleadings.

### Education

- Long Island University, C.W. Post (B.A. in Criminal Justice 1999)

### Practices

- Litigation