



## Malinda A. Friedrich

### Paralegal/Administrative Assistant

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### 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