



## Victoria L. Gonzalez

### Office Manager

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## Profile

**Victoria is the office manager of the New York City, Westchester and Newark, New Jersey offices with over 30 years of experience in the legal and management fields.**

In her multi-location role, she is responsible for the supervision of all support staff administrative activities, human resource management, providing technology assistance, directing operational functions of the office including office social events, mindful of office budgeting, supporting downstate marketing events, and assistance with client/vendor relations. During her time at Bond, she has assisted in accounting functions including billing, has been a member of the Bond Response Team implementing safety policies and procedure, as well as instrumental in several office merges and renovation projects as a member of the project management team.

Victoria ensures the offices are committed to contributing to the community by initiating several service programs for the offices each year. During her career, her memberships include ALANYC, SHRM and she NY Notary Public.

## Education

- National College of Education (B.A. 1985)