P. NICOLE LAROSEE

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# SUMMARY

Experienced legal professional with over 25 years of expertise in family law, real estate, estate planning, and general practice. Proven track record in managing high-volume caseloads, preparing legal documents, and providing exceptional client service. Skilled in overseeing firm operations, including budgeting, billing, accounts receivable/payable, vendor contracts, and human resources. Strong knowledge of legal software, including MyCase, WestLaw, LexisNexis, and various accounting platforms. Excellent communicator with a commitment to efficiency and client satisfaction. Notary Public of New Jersey and active member of multiple bar associations.

* Microsoft Office Suite
* WordPerfect
* MyCase, Time Matters/Practice Advantage, Amicus
* WestLaw, LexisNexis, FindLaw
* Quicken, QuickBooks, MS Money
* Family Soft, Easy Soft, Easy HUD
* Legal Research
* Document Preparation
* Case Management Software Proficiency

# SKILLS

* Billing and Accounting Software
* Communication
* Time Management
* Attention to Detail
* Problem-Solving
* Team collaboration
* Leadership
* Adaptability
* Critical Thinking

# EXPERIENCE

**Operations Manager 01/2023 to Current**

**Keith Law Firm, LLC Westfield, New Jersey**

* + Spearhead financial operations, including budgeting, billing, and accounts payable/receivable, ensuring fiscal compliance and optimized resource allocation for a multi-attorney family law firm.
	+ Manage vendor contracts and business insurance policies, negotiating favorable terms to support operational efficiency and mitigate risk.
	+ Oversee human resources functions, including recruitment, onboarding, and employee relations, fostering a compliant and productive workplace aligned with legal industry standards.
	+ Collaborate directly with the firm founder to strategize and implement management solutions, driving operational excellence in a dynamic legal environment.

**Senior Paralegal 07/2021 to 01/2023**

**Keith Law Firm, LLC Westfield, New Jersey**

* + Conducted comprehensive legal research and drafted briefs, motions, certifications, and discovery responses to support attorneys in advancing complex family law cases.
	+ Prepared and managed case information statements, ensuring accuracy and compliance with court requirements, while facilitating smooth case progression.
	+ Acted as primary client liaison, providing exceptional customer service through daily communications with courts, adversaries, and clients, fostering trust and efficiency in legal processes.
	+ Collaborated with attorneys and firm leadership on billing and collections, ensuring accurate financial records and timely resolution of outstanding balances.

**Paralegal 07/2015 to 07/2021**

**DeTorres & DeGeorge, LLC Clinton, New Jersey**

* + Managed day-to-day file organization and documentation for a high-volume family law practice, ensuring accurate preparation of motions, pleadings, discovery demands, and case information statements.
	+ Facilitated seamless communication with attorneys, courts, and clients, serving as a liaison to maintain case progression and client satisfaction.
	+ Supervised secretarial staff, conducted recruitment for new hires, and supported firm operations by assisting in collections and reviewing accounting reports.
	+ Prepared detailed monthly client invoices and financial summaries, ensuring accuracy and timely delivery to support effective billing processes.

**Paralegal/Office Manager 06/2013 to 07/2015**

**Backes & Backes, LLC Pennington, New Jersey**

* + Managed all real estate transactions from attorney review through post-closing, ensuring compliance with legal requirements and timely completion of processes.
	+ Prepared estate planning documents and managed probate files, including detailed accounting and estate administration, to support client needs in estate matters.
	+ Oversaw firm operations, including bookkeeping, accounts payable, and accounts receivable, ensuring accurate financial management and reporting.
	+ Provided comprehensive paralegal support for a diverse general practice, balancing responsibilities across multiple legal disciplines to maintain efficient workflow.

**Paralegal 10/2010 to 06/2013**

**Rebenack Aronow & Mascolo, LLP New Brunswick, New Jersey**

* + Provided comprehensive paralegal support for family law, estate planning/probate, bankruptcy, and real estate departments, ensuring accurate document preparation and case management across multiple practice areas.
	+ Drafted family law pleadings, case information statements, and property settlement agreements while managing all related client files and intake processes.
	+ Prepared and filed bankruptcy petitions and associated documents, coordinated real estate transactions from attorney review to post-closing, and created estate planning documents.
	+ Maintained frequent communication with clients, courts, title companies, and government agencies, while managing accounts receivable to support firm financial operations.

**Paralegal/Office Manager 05/2004 to 06/2010**

**Law Office of Irwin P. Rosenthal Hamilton, New Jersey**

* + Oversaw firm operations, including staffing, employee relations, billing, accounts receivable/payable, and trust account management, ensuring compliance and efficiency.
	+ Collaborated with attorneys, courts, collection agencies, and government entities while maintaining strong client communication and relationship management.
	+ Provided paralegal and office management support for a general practice firm, handling family law, collections, real estate, estate planning, and municipal law cases.
	+ Prepared pleadings, correspondence, and legal documents while managing approximately 250 active client files annually across multiple practice areas.

**Paralegal/Assistant Office Manager 08/1997 to 05/2004**

**Law Office of Richard J. Piepszak Hamilton, New Jersey**

* + Provided sole paralegal support for a general practice specializing in real estate, family law, and municipal/criminal law, preparing all pleadings and legal documents with accuracy and attention to detail.
	+ Assisted in daily office management tasks, including workflow coordination and administrative support to ensure smooth firm operations.
	+ Dictated legal correspondence and documents for transcription, maintaining efficient communication and document processing.

**Legal Assistant 12/1996 to 05/1997**

**Stern, Levinthal, Norgaard & Kapnick Livingston, New Jersey**

* + Drafted and prepared foreclosure documents and pleadings, overseeing cases from initial 30-day notices through Sheriff's sales.
	+ Collaborated with Freddie Mac, banks, lending institutions, and servicers, providing timely updates and detailed reporting.
	+ Assisted the foreclosure division in managing high-volume caseloads, ensuring compliance with legal procedures and deadlines.

**Legal Assistant 01/1996 to 12/1996**

**Hill Wallack Princeton, New Jersey**

* + Attended specialized training seminars at Freddie Mac in Reston, Virginia, enhancing expertise in foreclosure processes and compliance standards.
	+ Reported directly to the managing attorney, ensuring accurate case management and effective coordination within the division.
	+ Supported the foreclosure division of a large practice, utilizing LenStar and MORNET software to manage communications with Freddie Mac and Fannie Mae.

**Legal Assistant 01/1995 to 12/1995**

**Rothenberg & Rothenberg Princeton, New Jersey**

* + Assisted in real estate closings, preparing all necessary documentation to ensure smooth transactions.
	+ Collaborated with clients, real estate agents, and attorneys to facilitate communication and resolve issues efficiently.
	+ Supported a fast-paced real estate practice by performing diverse legal tasks and maintaining organized workflows.

# EDUCATION

Quinsigamond Community College Worcester, MA

**Special courses included**: Management, Marketing I and II, Business Law

Various continuing education classes through ICLE approximately two to three times per year.

# QUALIFICATIONS

* + Affiliate Member New Jersey State Bar Association
	+ Affiliate Member Middlesex County Bar Association
	+ Affiliate Member (Pending) Mercer County Bar Association
	+ Notary Public of New Jersey since May 2005