Janet L. Roedell

Chief Administrative Officer

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Janet Roedell has over 30 years of law firm experience, and has the unique perspective of having worked in both the legal and administrative side of the business. Her career began as a legal assistant to a group of litigation attorneys, and she moved into an administrative role in 1981, when she first joined Stradley Ronon. During that tenure, she supported the firm's executive director and human resource manager, and was intimately involved in personnel management, employee relations, benefit plans, marketing and finance.

In 1988, Janet moved on to an administrative assistant role with LaBrum & Doak, a multi-office regional firm where she supported the firm's executive director and executive committee, and eventually took on increasing responsibilities in management roles, including telecommunications, hospitality, marketing and facilities management. She was promoted to the position of office services manager in 1985, and remained in that position until the dissolution of LaBrum and Doak in 1997. As the office services manager, she managed the firm's service departments, became heavily engaged in in managing real estate issues including oversight of the relocation of the main office, build out of new space, opening and closing offices, and related responsibilities. After the dissolution, Janet was asked by the partnership to remain on as the dissolution administrator to oversee the orderly closing of the business. This included the sale of all assets, billing and collection of accounts receivable, file management, the dissolution of all benefit plans and closing the regional offices.

In 1998, she was offered the opportunity to return to Stradley as the office services manager. Given the depth of her law firm and management experience, her role with Stradley grew and evolved into her current position as the chief administration officer. She currently manages the firm's service departments and employees including records, client intake, mail, document services, purchasing, catering and reception. She also oversees facilities management requirements in all offices, including oversight of all firm-wide real estate initiatives, leases, build-outs, office relocations, commercial insurance/risk management compliance, contract administration and security.

EDUCATION

Holy Family College

MEMBERSHIPS

Association of Legal Administrators

ARMA International

International Facility Managers Association

STRADLEY RONON