



# DIANE MAXWELL

## FIRM ADMINISTRATOR

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### PROFESSIONAL AFFILIATIONS

Association of Legal Administrators

Diane Maxwell currently serves as the Firm Administrator at Lawrence Kamin. With more than 20 years of experience in various law firm departments, Diane has vast experience managing a wide range of activities across all phases of administration, finance, accounting and human resources. In her current role, Diane is responsible for managing the day-to-day operations of our firm as well as the development and implementation of all firm policies, including employment, data security and confidentiality.

Diane joined Lawrence Kamin in 2005 and has served in progressive roles since that time. Before assuming the role of Firm Administrator, Diane held positions in the firm's billing department and administrative ranks. Outside of the office, Diane enjoys spending time with her husband and her dogs and cats.