

## Cindy Hansson

Executive Director, Administration

chansson@hopkinscarley.com

Phone: 408.299.1396

### Overview

Cindy is a member of the Senior Management Team. Her principal responsibility is to ensure that the firm's attorneys, paralegals and case assistants have the necessary resources to provide excellent legal services to our clients, while balancing efficiencies and cost-effectiveness. Cindy's day-to-day responsibilities include overall administrative operational and human resources leadership and management for the firm. Her areas of focus include directing the development and implementation of all administrative and human resources strategies, initiatives, programs, policies and procedures; ensuring compliance with employment and labor laws; professional staff recruiting and retention; employee benefits, employee relations, and compensation and performance management programs. Cindy has oversight responsibility for the firm's IT, Facilities, Legal Executive Assistant and Word Processing teams, as well as the Records Management and Office Services operations.

Prior to joining Hopkins & Carley, Cindy was in a Human Resources management role at a national law firm. She holds the Senior Professional in Human Resources (SPHR) certification from the Human Resource Certification Institute and the Senior Certified Professional (SHRM-SCP) certification from the Society for Human Resource Management.

Cindy is a member of the Society for Human Resource Management, the Next Concept HR Association, and the Association of Legal Administrators.

### Education

- B.S., Human Resources, University of Nebraska