



## Susan M. Gamel Biography

Susan M. Gamel is the Chief Operating Officer of Burns, Figa & Will, P.C. As Chief Operating Officer of the firm, Susan is involved in all administrative and business operations, including human resources, accounting, technology, marketing, recruitment, and facilities.

Prior to joining Burns, Figa & Will, P.C. in 2011, Susan held multiple Director roles within Holme Roberts & Owen LLP, one of the largest law firms in the Rocky Mountain Region. With HRO for over 17 years, Susan held positions overseeing operations, human resources, technical training, contracts and strategic projects for that firm's 7 domestic offices and up to 500 people. Susan is a graduate with Distinction from Stanford University and an active member of the Association of Legal Administrators. Although a Colorado native, Susan has also lived in California and in Florida.

### Memberships and Leadership

Association of Legal Administrators, national and local chapters, 1991 to Present. Active member, committee member, former Treasurer, former Bylaws Officer.

Society for Human Resource Management, current member.

National Contract Management Association, current member.

Association of Information Systems Professionals, former member.

Advisory Council Board Member, MPB School, three years.

Destination Imagination (creative problem solving for K-12 graders), Coordinator and Leader, 2003 to Present.

## **Speaking Engagements and Articles**

Professional Law Management Week speaker on contract negotiations, Mile High Educational Summit, Association of Legal Administrators.

“Advancing Firm Strategy Through Practical Contract Review,” *The Colorado Lawyer*, May 1, 2011.

Professional Law Management Week, Mile High Educational Summit, Contract Negotiation for Law Firm Administrators: Protecting You and Your Firm

Association of Legal Administrators Core Competency Training, Outsourcing Administrative Services

International Association of Administrative Professionals, Contract Review for Event Planners

Mile High Association of Legal Support Staff, Contract Negotiation for Legal Support Staff: Protecting You and Your Firm

Colorado Association of Law Libraries, Library Contracts—Signer Beware

Mile High Association of Legal Administrators Newsletter, The \$64,000 Question—Are Surveys Worth Their Weight in Mud?.