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Barbara directs the day-to-day administration of Foster Garvey's New York and Washington, D.C. offices and supports implementation of firm wide initiatives.

She is responsible for human resources management including hiring, supervising and evaluating professional staff and on-boarding new attorneys. Barbara is also responsible for facilities management including vendor relationships, office relocation and moves in New York and Washington, D.C. She is a member of Society of Human Resources and is a Senior Certified Professional. Barbara is active in the Association of Legal Administrators and is the President of the ALA Capital Chapter Foundation. She also serves as the treasurer her local dog park.