

Paola A. Villarreal

Chicago, IL

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DIRECTOR OF FACILITIES

Overview

With more than 20 years of experience in the office administration field, Paola has effectively managed daily operations which include planning, implementing, and ensuring the functionality for a wide range of law firms. She has partnered with vendors, real estate developments and building management to ensure office space needs are met for tenant improvement work, new construction, and mergers and acquisitions. What has propelled Paola's success is the ability to understand the needs of the business and the why behind strategies to link to ongoing priorities, mission and meaning.

As the Director of Facilities, Paola is responsible for the day-to-day operations managing multi-state facilities, construction projects, office services, and records management. Her goal is to provide timely, efficient and creative solutions to utilize the office resources to the best of their capacities for the attorneys, staff and clients. She leads the ops team to help create innovative and efficient solutions for the firm.

Outside the office, Paola enjoys spending time with her husband, their three daughters Sophia, Samantha and Sarah, and Chloe the Chocolate Lab. As a family they enjoy spontaneous traveling to different places around the US, with their favorite place being Florida.

Membership & Involvement

Member: Association of Legal Administrators (ALA); International Facility Management Association (IFMA)

EDUCATION

DePaul University, MBA, 2020

DeVry University, B.S., 2006

LANGUAGES

Spanish