



Michele McIsaac

Coordinator – Office Administration

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Education

- **York University, Toronto, Ontario, Canada**
 - B.A. (Hons.) - 1993

Overview

Michele is the first point of contact for our clients. She handles incoming communications with clients, including telephone calls, emails and written correspondence. She oversees our office

facilities and equipment in order to provide a comfortable environment for client meetings and firm members. She is always available to respond to your needs in a friendly and helpful manner.

Professional Activities

- Member, Law Office Management Association (TLOMA)