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Shannon O'Connor

Coordinator – Office Administration

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Education

- **Centennial College**, Toronto, Ontario, Canada - 2014
 - Paralegal Graduate Certificate with Honours
- **Wilfrid Laurier University, Waterloo**, Ontario, Canada
 - B.A.(Hons.) - 2012

Overview

Shannon is responsible for a variety of administrative functions, including oversight of our computer technology and billings and accounts to ensure the smooth and efficient operation of

the firm. She is always ready to respond to any queries you may have with regards to our billing process in a helpful and responsive way.

Professional Activities

- Licensed Paralegal
- Member, Law Society of Ontario since 2015
- Member, The Law Office Management Association (TLOMA)