



Amelia Lawrence

Administrative and Front Desk Assistant

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Overview

What I love about Klein Hornig is the firm's ability to change people's lives. Nothing makes me happier than knowing I am a part of a team that dedicates themselves to helping others and advocating for community development.

As the Front Desk and Administrative Assistant in the DC office, Amelia Lawrence handles all aspects of front desk operations, including directing incoming calls and correspondence, coordinating a weekly lunch for meetings and trainings, and communicating with building management for various tasks. Amelia is also part of the firm's client intake/conflict check team and assists with additional administrative tasks, as needed.

“ Be the change you wish to see in the world.

– *Mahatma Gandhi*

My Team



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Credentials

- Northern Michigan University, B.S., Communication Studies
- Northern Michigan University, A.S., Applied Science