



## Amelia Lawrence

Administrative and Front Desk Assistant

[alawrence@kleinhornig.com](mailto:alawrence@kleinhornig.com)

D: 202.926.3391

*Washington, DC*

1325 G Street NW

Suite 770

Washington DC 20005

T: 202.926.3400

## 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



Amanda M. Cote  
[acote@kleinhornig.com](mailto:acote@kleinhornig.com)  
617.224.0637



Alice Corvo  
[acorvo@kleinhornig.com](mailto:acorvo@kleinhornig.com)  
617.224.0613



Virginia L. Hannums  
[vhannums@kleinhornig.com](mailto:vhannums@kleinhornig.com)  
202.926.3424

## Credentials

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