



**Franklin R. Lambert** | Director of Operations

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Frank Lambert joined Steptoe & Johnson in March 2012 as Director of Operations. He has over 15 years of progressive experience in management of law firms including development of strategic goals and firm initiatives including finance, operations, technology, human resources, support services, facilities and budget.

Mr. Lambert's responsibilities include oversight of many of the day-to-day operations of the firm, including facilities, leased properties, employee safety, business continuity/disaster preparedness, space planning/build-outs and firm records.

Mr. Lambert previously worked as Director of Operations at Vandeventer Black LLP, and as Executive Director of Rees, Broome & Diaz, P.C.

## WORK EXPERIENCE

- 2012 Director of Operations, Steptoe & Johnson
- 2004-2012 Director of Operations, Vandeventer Black LLP, Norfolk, Virginia
- 1996-2004 Executive Director, Rees, Broome & Diaz, P.C., Tyson's Corner, Virginia

## MEMBERSHIPS AND AWARDS

### PROFESSIONAL

- National Association of Legal Administrators
- International Legal Technology Association
- Undergraduate, magna cum laude, West Virginia University
- ALA's Essential Competencies of Law Firm Administrators Program, 2002