



(918) 296-0460
(918) 296-0404 Facsimile

Landreth Law Firm PLC
801 E. B Street
Jenks, Oklahoma 74037
dkrauss@landrethlaw.com

Ms. Krauss has more than 25 years experience in law firm management, specializing in financial management and human resources. Her knowledge base also includes working through mergers and acquisitions, restructures and dissolutions.

Experience

Ms. Krauss has served as the Legal Administrator for many small and large law firms of multiple offices and as the Director of Human Resources for a medium sized corporation. She worked with Mr. Landreth from 1998-2002 as the Legal Administrator of the law firm they both worked for. In 2008 she rejoined Mr. Landreth to provide financial management, website design and other administrative services.

Prior to rejoining Mr. Landreth, Ms. Krauss established and built a law firm support and human resource consulting agency, The Counselor's Consultant, LLC. The agency specializes in short and long term projects aimed at reducing administrative tasks for law firms and increasing productivity through analyzing current methods and introducing improvements.

Ms. Krauss served as the Director of Human Resources for a real estate auction and brokerage services firm where she was responsible for directing the people functions of the corporation to increase productivity and continuously improve methods, approaches, and departmental contribution while being cost-sensitive

From 1998 through 2006 Ms Krauss has worked as the Legal Administrator for law firms ranging in size from six employees to over 100 employees. As the Firm Administrator, Ms. Krauss managed the day to day operations of the office including, administer firm benefits, assess staffing needs, direct the hiring and termination process, conduct performance evaluations and make salary recommendations, provide coaching and guidance for setting performance goals, disciplinary issues and other human resource related activities. She has also planned and directed many community service events to enhance business development practices and community involvement.

Education:

Certified Professional in Human Resources- 2006;

University of Tulsa, Financial Management Certification, 1997;

Tulsa Community College, 1980

Professional Affiliations:

Designated Agent for the Dept of Homeland Security, US Citizenship and Immigration Service

Society for Human Resource Management

Tulsa Area Human Resources Association

Association of Legal Administrators

President 2004/2005

Co-editor of the Newsletter

Treasurer 2003/2004

Scholarship Committee

Secretary 2002/2003

Compensation & Benefits Survey

