

Adrienne Lazure

Senior Administrative Assistant and Associate
Corporate Paralegal

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Adrienne has over 20 years working experience in executive and legal administrative assistance.

She has significant experience maintaining corporate record books and coordinating the closings of mergers and acquisitions and private placement financings.

EDUCATION

University of Massachusetts
Amherst, B.A.

Experience

Executive Assistant

AlloCure, Inc.

- Provided executive level support to the President and Chief Executive Officer and staff at a small start-up biotech company
- Served as the Office Manager for the company's headquarters

Executive Assistant

AMAG Pharmaceuticals

- Provided senior level support to the Senior Vice President of Medical Affairs and Medical Affairs department

Administrative Assistant

Putnam Investments

- Supported senior managers in the Global Equity Research Division, Healthcare sector