

Patricia Wolfe she/her

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Contracts Specialist

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Pati assists Faber's biopharma industry clients in drafting and negotiating a variety of template-based agreements.

She triages incoming client work as well as current work-in-progress for multiple clients who are engaged in large scale international clinical trials. She assists several client project teams with drafting preliminary documents to be used in these large clinical trials. With more than 25 years of combined administrative and legal experience, Pati brings substantial knowledge and expertise to her work.

**EDUCATION**

Mount Saint Mary's College,  
Brentwood, CA,

# Experience

## Legal Secretary

Seyfarth Shaw, LLP

- Primary resource on matters relating to e-filing in all states
- Training staff on new software programs
- Go-to person for advanced Microsoft Office software questions
- Assisted on hundreds of cases, including trial preparation and paralegal functions

## Executive Assistant

SYSCO

- Provided administrative assistance to senior level management in the food services industry.

## Executive Assistant

Willis North America

- Provided administrative assistance to senior level management in the insurance industry.

# Community Involvement

Pati has served on the firm's Educational and Cultural Events Programming (ECEP) committee, philanthropic committee, and as a member of the Equal Justice Works fellowship team.