

# NANCY L. MINSON

## Office Manager

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As the firm's Office Manager, Nancy is responsible for the successful implementation of the firm's administrative policies and procedures, all personnel matters relating to the support staff, support services, and for ensuring the smooth operation of all office locations. Her strong interpersonal skills make her ideally suited for working with a diverse group of individuals. Providing support to employees and building a strong rapport with them are very important to her. Nancy believes that patience, compassion and empathy shown towards others helps make them feel valued, respected, and understood.

### Education

Bryant University, Human Resources Management Certification, 2016

Katherine Gibbs School, Executive Assistant Program, 2002

### Personal Note

Nancy lives in Cumberland with her husband Caleb and sons Carter and Sawyer. After realizing her passion for the Human Resources field, she went back to school to further her education while working full-time and raising a family. One of Nancy's favorite quotes is "Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful." – Albert Schweitzer