



CGS3  
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# Carolyn DeBoer

## Firm Administrator

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As the Firm Administrator, Carolyn DeBoer plays a vital role when it comes to ensuring the firm runs smoothly and efficiently. In addition to overseeing day-to-day operations, she is responsible for the implementation of human resource initiatives, policies and procedures, performance management and workforce planning for both the San Diego and Los Angeles offices. Equipped with extensive law firm experience and a superior understanding of what it takes to keep a team cohesive, Carolyn's thoughtful leadership and consultative management style epitomize the forward-thinking, collaborative culture of CGS3. She advocates for each member of the firm, encouraging them to pursue professional growth and excellence both individually and as a team.

Carolyn began her career in law firms over 16 years ago as a receptionist at Seltzer Caplan McMahon Vitek (SCMV). Shortly thereafter, she became the Human Resources, Recruiting and Marketing Assistant for the firm. After several years with SCMV, she went to work for Allen Matkins as the Administrative Assistant and Facilities Coordinator, and in 2018 Carolyn began her career with CGS3. She is a member of the Association of Legal Administrators and the Society for Human Resource Management.

## Involvement

- Association of Legal Administrators (ALA)
  - Society for Human Resource Management (SHRM)
- Crosbie Cline & Schiffman Southard & Swanson LLP | <https://www.cgs3.com>