

# Renee Duran

**Office Administration Director  
Los Angeles**

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Renee Duran is the Office Administration Director overseeing the day-to-day administrative operations of Nossaman's offices on the west coast. She has more than a decade of experience in law firm administration and after almost three years as Nossaman's Regional Office Administrator for Los Angeles, Orange County and San Diego, Renee expanded her responsibilities to include the San Francisco and Seattle offices. Her role encompasses secretarial management and workflow coordination, facilities oversight, office budgeting, event planning, and vendor management. She works closely with the Office Administrative Partners and firm wide administrative departments, and is supported by a team of Office Administrative Assistants.

Prior to joining Nossaman, Renee was the Regional Office Manager at a mid-sized law firm and was directly responsible for the overall operations of the Los Angeles and Orange County offices.

## COMMUNITY & PROFESSIONAL

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Extended Board Member, Association of Legal Administrators, Speakers Committee and Legal Secretary Training Course Committee

## EDUCATION

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Southern California College of Business and Law, Legal Secretary Certificate