

NICOLE M. PRADO

GOVERNMENT CONTRACT
ADMINISTRATIVE COORDINATOR
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OVERVIEW

As the firm's Government Contract Administrative Coordinator, Nicole aids in the administration and management of our government contracts. Her extensive experience as a Legal Assistant, combined with specialized billing and procurement knowledge, gives her a unique understanding of the workflow between prosecution file management and government billing and contract administration. Nicole also aids with client outreach by answering questions, creating custom client reports, quarterly and annual government financial reporting, management of multiple government databases, maintenance fee docketing review, and estimate preparation.

Prior to Klarquist, Nicole began her legal journey working in personal injury law firms in 1990, starting as a file clerk. She then transitioned to a receptionist, project assistant, legal assistant, and paralegal.

Nicole joined the firm in 1998 as a Foreign Filing Paralegal and served as Legal Assistant to Dr. William Noonan for over twenty years before his retirement.