

# Carol A. McCallum

Office Manager  
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CAROL MCCALLUM, CLM is the Office Manager at Arnett Law Group, LLC and is responsible for the overall management of the office. She coordinates day-to-day operations and staffing functions and is responsible for all business aspects in the firm, including finance and accounting, human resources, information systems, and business services. Carol brings over 20 years of law firm management and accounting experience to her role.

## PROFESSIONAL AFFILIATIONS

- Association of Legal Administrators (ALA)
  - Regional Nominating Committee (2010)
  - Awards Judge (2011, 2012)
  - Annual Conference Committee (2013, 2017)
  - Region 3 Representative (2012-2013)
  
- Chicago Chapter of ALA
  - Facilities Advisor (2006)
  - Small Firm Director (2007)
  - Continuing Education Director (2008)
  - Vice President/President Elect (2009)
  - President (2010)
  - Past President (2011)
  - Special Events Director (2012 – 2013)
  - Educational Conference Committee (2009 – 2019)
  - Educational Conference Chair (2013)
  - Human Resources Advisor, (2018)
  
- Certifications
  - CLM – Certified Legal Manager (2005)

