

# CARA E. DURYEA

ADMINISTRATIVE ASSISTANT

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Cara brings over 10 years of business administration training and experience to her role as an administrative assistant with Daley & Fey LLP. Cara has hands-on experience with financial business processes and software systems, project management, business-process management, human-resources management, marketing research, and communications. Cara also has experience in the design and development of internal compliance controls as well as finance, advertising, sales, marketing, and continuous quality improvement. Cara brings industry-specific knowledge of intellectual property law and international trade laws and regulations.

Most recently, Cara has supported national intellectual property counsel in dealing with complex federal bet-the-company litigation regarding trademarks and patents. Her broad experience includes business and marketing consulting for accounts with the Bayer Agricultural Division, Ferrellgas, American Century, and Datacore Inc. Cara has also worked with the Foreign-Trade Zones Board in Washington, D.C. to assist in the creation of foreign-trade zones or subzones for domestic import and export clients. In addition, Cara has used her extensive computer training and database certifications in the support of a wide variety of targeted business and law firm projects.



## Industry Experience

- Construction
- Energy
- Utilities
- Financial Services

## Education

- B.A., Mass Communication, Baker University