



## Chrystal D. Bradshaw

**E:** [cdb@wardandsmith.com](mailto:cdb@wardandsmith.com)

**P:** 910.794.4816

**F:** 910.794.4877

Post Office Box 7068

Wilmington, NC 28406-7068

### Professional Experience

Chrystal is responsible for the day-to-day administrative operations of the firm's support functions, ensuring that operations run efficiently. She oversees the efforts of our Office Services Supervisors and related office operation support departments, and works closely with the firm's Paralegal Supervisors to coordinate administrative support efforts. Chrystal also manages large-scale firm projects, navigates workflow issues, assists in the preparation of appellate briefs and trial materials, and negotiates vendor contracts for the firm.

### Education

Certificate in Project Management, Cameron School of Business, The University of North Carolina Wilmington

B.A., Journalism and Mass Communication, The University of North Carolina

Yellow Belt Certification, Lean Six Sigma