



Jennifer M. Aponte

Office Administrator

New York

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Overview

With over two decades dedicated to advancing the legal industry, Jennifer brings a track record of dynamic and forward-thinking leadership across Operations, Human Resources, and Managerial Finance.

Her expertise extends to optimizing Employee Relations and People Operations, strategically leveraging resources to minimize costs while implementing cutting-edge business practices. Jennifer is committed to cultivating a positive and collaborative community through the promotion of a fair, equitable, and inclusive culture.

Jennifer's proficiency spans various facets of management, encompassing administrative support, succession planning, reorganization, financial (budget) planning, billing management, client relations, facilities/vendor management, office services support, benefits administration, recruiting, performance management, and employee engagement. She consistently demonstrates the ability to navigate and excel in these key areas, ensuring the efficient functioning of legal enterprises.

Jennifer holds a Bachelor of Arts degree from the College of Mount Saint Vincent, along with a Master of Business Administration and a Master of Human Resources Management Services from Keller Graduate School of Management at DeVry University. This academic foundation, combined with her extensive professional experience, positions Jennifer as a seasoned leader who is ready to drive success and innovation within the legal realm.

Credentials

EDUCATION

- Keller Graduate School of Management, DeVry University, 2008, M.B.A.
 - Graduated with Honors
- Keller Graduate School of Management, DeVry University, 2009, M.H.R.M.
 - Graduated with Honors
- College of Mount Saint Vincent, 2000, B.A., *cum laude*
 - Dean's List
 - Phi Alpha Theta

Memberships

- Member, Association of Legal Administrators, NYC Chapter
- Member, Society for Human Resources Management
- Member, Diversity, Equity & Inclusion Committee