

# HARTLAND



independence  
expertise  
results

## Devra G. Woodard | Receptionist

### INDEPENDENCE | Community Commitments & Personal Interests

Devra and her family reside in University Heights. She enjoys spending time with her family, friends, and pets. On the weekends she volunteers in the ministry work in her community. She enjoys spinning classes and weight training.

### EXPERTISE | Career Accomplishments & Education

Devra joined Hartland in 1996 as Receptionist. She has 25 years of experience. Prior to working with Hartland she was a receptionist and administrative assistant for two local law firms and a former US District Attorney, while earning a paralegal certificate.

### RESULTS | Responsibilities at Hartland

As the company's Receptionist, Devra welcomes clients and guest to the office and facilitates phone communication with the Hartland team. She provides administrative assistance to our client service team and office management team. Devra also oversees onsite and offsite record retention and enjoys coordinating company events.



### CONTACT DEVRA G. WOODARD

To contact Devra, call us at 216-621-1090, email her [HERE](#) or use our [contact request form](#)