

LEGAL ASSISTANT

Kaitlyn Gurule



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310.955.9907

CREDENTIALS

TEAM

Client & case support across the firm's trust and estate matters

Kaitlyn is a dedicated Legal Assistant at Prudential Advocate, where she supports legal operations through case management, document preparation, and client communication. She brings a strong background in customer service from her experience in an oral surgery office, offering a well-rounded approach to client care and administrative support.

Her professional experience includes managing client and patient interactions, coordinating schedules, maintaining accurate records, and handling sensitive information with a high level of discretion. Kaitlyn's transition from healthcare to the legal field highlights her adaptability, strong communication skills, and ability to thrive in fast-paced, detail-oriented environments.

In her current role, she assists with organizing case files, drafting correspondence, and ensuring deadlines are met, all while providing professional and responsive service. Known for her reliability and eagerness to grow, Kaitlyn is committed to expanding her expertise and delivering meaningful support to attorneys and their clients.