Cooley

Kristin Heryford

Director of Administration

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San Diego

Kristin is a dynamic leader with a passion for creating inclusive, high-performance work environments. She oversees the functions and operations that support the 250 employees of the San Diego office, including human resources, building management, guest services and legal support roles, along with local social impact and philanthropic efforts. Kristin is the primary point of contact for the local partnership and works closely with the partner in charge to lead the office.

Kristin also serves as the chair of the firmwide Diversity Equity & Inclusion Committee for Business Professionals. In this role, she organizes meetings and initiatives that empower committee members across all Cooley offices to create environments and offerings that reflect the firm's commitment to operate inclusively, grow equitably and belong fully.

Kristin joined Cooley in 2017 as a professional development manager and executive coach for lawyers at all levels. She later took on an organizational development role for the firm as associate director of operations, working on behalf of global department chairs and leadership teams. Her career spans leadership roles in operations, professional development and organizational development over nearly 20 years in the legal industry.

Education

Co-Active Training Institute Co-Active Coach Training Program Graduate, Certificate

University of San Francisco, School of Education MA, Organization & Leadership, 2010 – 2012

University of California, Santa Barbara BA, Law and Society, Minor in German

Memberships & Affiliations

Professional Development Consortium, member, speaker and former board member

Food From the Bar, a Feeding San Diego annual fundraiser, steering committee

Association of Legal Administrators, member

International Coaching Federation, member