



Lori A. O'Donnell

Facilities Director

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As facilities director, Lori works closely with the firm's chief operating officer in the areas of office space lease, care and maintenance of the office, property manager communications, office moves and relocation of staff, purchase and maintenance of office furniture, off-site lawyer and board of directors meetings, and firm employee functions.

Lori also oversees hospitality, office services, reception, and the records center for Moss & Barnett, along with the vendor relationships specific to each department. She works closely with the firm's team of information technology professionals and is the "go-to" person for ergonomic issues.

Lori's legal career began more than 30 years ago as a legal assistant with the Wiese & Cox law firm. Following that firm's merger with Moss & Barnett, Lori moved into an administrative assistant role and became the firm's first facilities administrator in 1995.

Throughout the years, Lori has worked as the firm's blood drive coordinator and United Way representative and has volunteered on the Adopt-A-Family committee. Additionally, she headed the firm's long-running subtenant office space leasing program. A native of northeast Minneapolis, where she still resides, Lori is certified in first aid and CPR/AED by the American Red Cross.

Education

Minneapolis Technical Institute, Legal Secretary Certificate

News

Moss & Barnett in Our Community | Responsible Disposal, Positive Impact: Our Partnership with PCs for People

Moss & Barnett Advocate (Spring/Summer 2023 edition), 08.15.2023

M&B Cares Serves at Ronald McDonald House Charities-Upper Midwest
06.28.2018

Moss & Barnett Care Packages for 4th Expeditionary Medical Unit
05.09.2018

Professional Associations

Association of Legal Administrators, Minnesota Chapter – Facilities Management Special Interest Group

