

NOTAREYES LLC

Strategic Project Leadership at the Intersection of Business, Law, and Technology
Where Strategy Becomes Structured Execution

EXECUTIVE OVERVIEW

Notareyes LLC is a boutique consulting and professional services firm delivering strategic project management, legal operations support, and operational process optimization for executive leadership, law firms, government contractors, and organizations operating in complex regulatory and technology-driven environments. The firm combines disciplined project leadership, legal operational expertise, and AI-informed strategy to help organizations successfully execute high-impact initiatives.

CORE CAPABILITIES

Strategic Project Management (PMP®)

- Project initiation and charter development
- Strategic planning and milestone architecture
- Risk identification and mitigation
- Stakeholder engagement and executive reporting
- Governance frameworks and program oversight

Legal Operations Support

- Case workflow coordination
- Legal document organization and records management
- Contract lifecycle documentation support
- Intellectual Property administrative support

Operational Process Optimization

- Process mapping and workflow design
- Standard Operating Procedure (SOP) development
- Administrative infrastructure development
- Organizational efficiency improvements

AI-Informed Project Strategy

- AI-assisted workflow integration
- Prompt engineering strategies for project leaders
- Evaluation of emerging AI tools for operations

FOUNDER & PRINCIPAL

Debra is a PMI-certified Project Management Professional (PMP®) and founder of Notareyes LLC. She holds a Bachelor of Science in Legal Studies and a paralegal degree from an American Bar Association (ABA)-approved program, along with professional certification from Cornell University.

Her experience includes supporting boutique law firms specializing in Intellectual Property, Contract Law, Family Law, and Elder Law, as well as organizations operating in government, technology, and cybersecurity sectors.

PROFESSIONAL CREDENTIALS

- Project Management Professional (PMP®)
- Bachelor of Science — Legal Studies
- Professional Certification — Cornell University
- Paralegal Degree — ABA-Approved Program

PMI ADVANCED LEARNING

- AI in Infrastructure and Construction Projects
- Data Landscape of Generative AI for Project Managers
- Disciplined Agile® Essentials
- Generative AI Overview for Project Managers
- Talking to AI: Prompt Engineering for Project Managers

INDUSTRIES SERVED

Government | Law Firms | Technology | Cybersecurity | Professional Services | Real Estate | Nonprofit and Civic Organizations

NAICS CODES

541199 — All Other Legal Services

561320 — Temporary Help Services

813410 — Civic and Social Organizations

611430 — Professional and Management Development Training

531210 — Offices of Real Estate Agents and Brokers

CONTACT

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