



## RYAN SABINO

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### PROFESSIONAL PROFILE

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Ryan Sabino is a dynamic and detail-oriented professional with experience across legal operations, project management, and administrative leadership. Proven ability to manage elaborate case workflows and handle high-volume client correspondence across legal and consulting environments. Highly effective in process development, training, and team leadership having supervised teams and developed comprehensive training manuals.

Capable of managing financial workflows including invoicing, collections, and accounting operations. Strong marketing support background with experience digital editing, designing social media content, and updating web materials. Recognized as a subject matter expert and valuable resource for staff and leadership across multiple departments in variety of organizations. Known for efficiency, proactive problem-solving, and adaptability delivering consistent excellence in fast-paced environments.

### POSITIONS

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#### **Brillouin Consulting**

##### ***Project Manager***

**Sacramento Area, CA**

Jun 2025 - Present

Organized and proactive with experience in project support, case management, and client communication. Skilled in administrative workflows and office operations

#### **Axis Consulting**

##### ***Construction Technician / Project Administrator***

**Sacramento Area, CA**

Oct 2024 - May 2025

Versatile administrative professional with experience in case management, accounting, and marketing support. Skilled in coordinating files, performing conflict checks, and accounting. Proficient in creating digital content and maintaining consultant profiles and company branding materials.

#### **Singleton Schrieber, LLP**

##### ***Client Services Assistant Manager***

**Sacramento, CA**

Nov 2020 - Mar 2024

Experienced legal operations professional with a strong background in client services, case management, team leadership and training. Ability to manage high volume communication, intake processes, and complex process training. Trusted resource for subject expertise and operational support firm-wide.

#### **SearchPros Staffing**

##### ***Onboarding Specialist***

**Sacramento, CA**

Feb 2019 - Apr 2020

Efficient Onboarding Specialist with experience managing candidate profiles, background checks, and vendor submissions across multiple VMS platforms. Skilled in client communication, process development, and maintaining accuracy under tight deadlines. Created detailed onboarding guides and led training across departments.