JORDAN RAMIS

Sarah Russell

Controller

Portland 503-598-5565 | sarah.russell@jordanramis.com

OVERVIEW

Sarah (Goodling) Russell is an experienced professional with more than 26 years of legal and administrative experience. Before joining Jordan Ramis as a Controller in 2025, Sarah developed her licensing, lease management, tax, and business insurance skills. Her diverse experience in law firm operations gives her a well-rounded perspective in managing administrative functions and firm strategy.

Sarah oversees the firm's financial operations, managing accounting, budgeting, and compliance. She plays a key role in fiscal management, financial reporting, and business analysis, supporting both internal leadership and external clients. Her deep understanding of law firm operations and extensive administrative experience make her an integral part of the firm's management team.

Sarah began her career in the legal industry in 1998 as a legal assistant, training to later become a paralegal and legal bookkeeper before ultimately transitioning into management. When Sarah is not working, she enjoys spending time outdoors with her family and dogs, as well as solving crossword and sudoku puzzles. Her love for problem-solving and analytical thinking extends beyond her hobbies, shaping the thoughtful and strategic approach she brings to her professional role.

Education

- MBA, George Fox University, Strategic Human Resource Management Concentration
- B.S., Portland State University, Sociology
- A.S., Portland Community College, General Studies

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Membership and Activities

- Association of Legal Administrators
- Association of Legal Administrators-Oregon Chapter
- Society for Human Resource Management (SHRM)
- Portland Public Schools-PIL Youth Sports
- North Portland Volleyball Academy, Board VP/Club Co-Director/Coach, 2022-present
- North Portland Little League, Team Volunteer, 2016-2017
- Head Start – Early Childhood Learning and Knowledge Center, Albina Research Project, 2014
- Rural Justice Project, Founding Member/Grant Writer, 1994-1996

Awards and Honors

- HR Certification Institute – Professional in Human Resources (HRCI-PHR), 2018-present