

Joan Cote

Executive Legal Assistant



Education

- B.S., Ferris State University
- A.A.S., Ferris State University

Joan is an Executive Legal Assistant with Koprince Law LLC. She provides administrative support to the attorneys and friendly customer service to clients while attending to any of their questions or needs.

She earned her Bachelor of Science in Administrative Services and Associate in Applied Science in Office Administration (Legal Secretary) from Ferris State University in Big Rapids, Michigan. While at Ferris State, Joan enjoyed playing clarinet in the University Wind Symphony and the Bulldog Marching Band.

The experience Joan gained working at both a CPA firm in North Carolina and a law firm in Memphis, Tennessee, has prepared her to put her organizational skills and attention to detail into practice to provide clients with a high level of customer service.

When not at work, Joan spends time with her husband and two children, including taking evening walks with the family puggle, "Bella". She enjoys reading mystery novels and gardening. With a passion for the performing arts, Joan enjoys attending her son's Wind Ensemble concerts at the UMKC Conservatory. She also enjoys cheering on her daughter who competes for the Northwest Missouri State Speech and Debate team.

Joan can be reached by telephone at (785) 200-8919 or by email at jcote@koprince.com.