

## Henry D.W. Burt

Chief Administrative Officer

Richmond

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D 804.697.1315



Henry applies his legal and administrative experience to ensure business operations run smoothly across the firm. He oversees various administrative tasks and supports several of the firm's departments on a daily basis.

### OVERVIEW

Henry serves as the firm's chief administrative officer, providing administrative oversight for several teams: practice management, real estate, office administration, procurement, legal project management, and firmwide events. Additionally, Henry supports a number of firm governance functions.

He recently transitioned to the role of the firm's chief administrative officer after filling several roles at the firm. Henry utilizes his experience gained while serving as an attorney, officer administrator, director of China operations, and most recently, as practice director. Additionally, Henry has experience serving in in-house roles in *Fortune* 500 and nonprofit settings.

### PROFESSIONAL/COMMUNITY INVOLVEMENT

- Member, Board of Directors, St. Michael's Episcopal School, Richmond, VA, 2019-present
- Member, Board of Governors, Stuart Hall School, Staunton, VA, 2012-2018
- Trustee, Stuart Hall Foundation, Staunton, VA, 2015-2018

### PROFESSIONAL EXPERIENCE

- Chief administrative officer, Troutman Pepper Locke, 2024-present
- Chief administrative officer, Troutman Pepper, 2021-2024
- Practice director, Troutman Pepper, 2019-2021
- Director of China operations, Hong Kong, 2018
- Office administrator, Richmond, Troutman Sanders, 2013-2019
- Secretary of the Diocese and chief of staff, the Episcopal Diocese of Virginia, 2008-2013
- Corporate counsel and government affairs manager, CarMax, 2005-2008
- Associate, Complex Litigation, Troutman Sanders, 2002-2005

## EDUCATION AND CERTIFICATIONS

### EDUCATION

- William & Mary Law School, J.D., 2002
- Sewanee: The University of the South, B.A., 1987

### MEDIA COMMENTARY

- Featured, "[Troutman Pepper Appoints First Chief Administrative Officer](#)," *Modern Lawyer*, September 16, 2021.
- Featured, "[Troutman Pepper Appoints Admin Chief to Take Over for Retiring Chief Operating Officer](#)," *The Legal Intelligencer*, September 15, 2021.
- Featured, "[A Church Divided: Ruling Ends Virginia's Episcopal Battle](#)," *All Things Considered*, NPR, April 10, 2012.