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Alexandria Quindt excels in providing consistently reliable service to Finch, Thornton & Baird, LLP and our clients. As a legal secretary, Alexandria wasted no time in proving her ability to contribute effectively as a member of the legal team. Her expertise includes civil procedure, calendaring, drafting correspondence and pleadings, and filing and serving court documents through all phases of litigation for her assigned attorneys. The majority of Alexandria's current focus is on federal procurement and claims litigation and appeals, and business and commercial litigation.

Since her arrival in 2011, Alexandria quickly became proficient in the firm's multi-faceted administrative needs where her strong communication skills, attention to detail, and team-focused attitude were appreciated. Before rising to her current role, she served Finch, Thornton & Baird in a variety of positions including receptionist, file clerk, administrative assistant, and overflow secretary. Given the firm's occasionally shifting needs, Alexandria's breadth of experience and skills are valuable assets.

#### EDUCATION

- California State University, San Marcos, B.A., Communication
- 4-year scholar athlete, soccer

#### PRACTICES SUPPORTED

- Construction Law
- Business & Commercial Litigation
- Business & Commercial Transactions

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