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Linda Quindt is a Certified Legal Manager (CLM)SM and Finch, Thornton & Baird's first and only Firm Administrator. As a member of the management committee, she is responsible for regular collaboration with the partners and implementation of the policies and procedures necessary to achieve established goals. Day-to-day duties include the oversight of administrative, technological, financial, legal support, and business development initiatives. Linda also works tirelessly to enrich the firm's employee-centric culture and ensure Finch, Thornton & Baird is a top-choice legal career destination. Through her emphasis on people skills development combined with managing for efficiency, Linda has helped the firm to more than double in size since her 2003 arrival.

Having worked for or managed law firms large and small since 1981, Linda is always apprised of the latest industry, including those opportunities that may improve firm processes, workflows and efficiencies. Well respected by her peers, she maintains excellent relationships with the essential business partners that are vital to the delivery of the highest quality legal services to our clients.

Linda is the face of the firm at many client and legal community events, too. She is an active volunteer in the Association of Legal Administrators (ALA)[®] on both a local and international level and in the Associated General Contractors, San Diego Chapter. Linda prides herself as a mentor to the employees at the firm, members of ALA, and the students she teaches at UCSD Extension Paralegal Program.

EDUCATION

- Casper College; Casper, Wyoming

EXPERTISE

- Certified Legal Manager (CLM)SM certification includes law firm management expertise in:
 - Communication and Organizational Management
 - Financial Management
 - Human Resources (HR) Management
 - Legal Industry/Business Management
 - Operations Management

RECOGNITION

- 2017 AGC Affiliate of the Year Individual Award
- 2015 Finalist for the Women Who Mean Business Awards by the San Diego Business Journal
- 2008 Recipient of the *Spirit of San Diego Award* for significant and consistent contributions to ALA and its members on a current and ongoing basis

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