

# Tia Thompson

ADMINISTRATIVE ASSISTANT/MARKETING

FINCH • THORNTON • BAIRD<sup>LLP</sup>  
ATTORNEYS AT LAW

ftblaw.com



e [marketing@ftblaw.com](mailto:marketing@ftblaw.com)  
p 858-737-3100 Ext. 3086  
f 858-737-3101

Tia Thompson plays a crucial role at Finch, Thornton & Baird, LLP, providing comprehensive administrative support across all departments. Within this role, her primary responsibility lies in overseeing the firm's file department, ensuring smooth operations in our paperLESS office environment. Tia meticulously manages all files, ensuring they are organized and accessible as needed. She is adept at efficiently closing matters, handling paperwork and mail distribution to secretaries, and accurately scanning all incoming documents. Tia's role extends beyond these core duties; she is a pivotal member of our administrative team, contributing to the seamless functioning of our office on a daily basis.

Tia excels in her role at firm, where she not only provides invaluable administrative support but also coordinates the firm's dynamic marketing strategy. She adeptly manages event planning, oversees social media activities, maintains the firm's website, and spearheads other related initiatives. Tia's proactive approach ensures that the firm maintains a strong online presence and effectively engages with clients and the broader community. Her dedication to both administrative excellence and marketing skills significantly enhances the firm's operations and outreach efforts.

## EDUCATION

- California State University East Bay, B.A., Political Science; minor in Business Administration

Finch, Thornton & Baird, LLP  
4747 Executive Drive, Suite 700  
San Diego, CA 92121

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