

Stephanie N. Toledo

LEGAL SECRETARY

FINCH • THORNTON • BAIRD^{LLP}

ATTORNEYS AT LAW



ftblaw.com

e stoledo@ftblaw.com

p 858-737-3100 Ext. 3064

f 858-737-3101

Stephanie Toledo serves as a legal secretary, providing essential support to her team of attorneys across multiple legal disciplines. Her work encompasses business and commercial law, real estate transactions, estate planning, and probate matters. Stephanie is instrumental in facilitating the formation and maintenance of business entities, and she handles a wide range of legal documents with precision and care—including corporate filings, trust and estate plans, and transactional paperwork. Her efficiency and organization help ensure smooth and effective legal operations throughout the firm.

Stephanie began her career at Finch, Thornton & Baird in the copy center, where her strong work ethic and keen attention to detail quickly distinguished her. Over time, she has been cross-trained in reception and file clerk duties and has gained valuable experience as an administrative assistant. Her broad skill set and adaptability make her an essential asset in meeting the firm's evolving needs.

EDUCATION

- California State University San Marcos, B.A., Political Science, minor in Criminology and Justice Studies, *cum laude*
- Dean's List

PRACTICES SUPPORTED

- Construction Law
- Business & Commercial Transactions
- Real Estate
- Corporate
- Wealth Preservation

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

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