

Tea M. Massi

OVERFLOW SECRETARY/ ADMINISTRATIVE ASSISTANT

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Tea wears many hats, serving as overflow to administrative, secretarial, and paralegal staff. She works closely with others to ensure goals and expectations are met and exceeded. As the go-to overflow secretary, Tea covers for colleagues during vacations, giving her a broad understanding of the firm's clients and cases. She provides civil procedure and case management support to attorneys while their secretaries are out, including filings, scheduling, and tracking through all phases of litigation. Tea also provides essential administrative support by assisting with operations in the file department, copy center, and reception. She plays a key role in maintaining file organization and accessibility, assisting with accurate document scanning, and contributing to the timely closing of matters. Her cross-training, adaptability, and attention to detail make her a valuable member of the team.

Prior to joining Finch, Thornton & Baird, LLP, Tea developed a strong foundation in legal administrative support, gaining experience in case management, document preparation, client communication, and docketing. She assisted in preparing and proofreading legal documents, coordinated with clients and attorneys to support case progress, and helped manage calendars, filings, and deadlines. She is also experienced with a variety of legal software systems, which has enhanced her efficiency and accuracy in handling day to day responsibilities. This well rounded background has supported her continued growth and success as a legal secretary.

EDUCATION

- Arizona State University, Bachelors of Science in Criminology/ Criminal Justice with a certificate in Homeland Security

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