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Savana Sadler serves as an Administrative/Marketing Assistant at Finch, Thornton & Baird, LLP, providing critical legal administrative support while working closely alongside the Marketing Manager to drive the firm's promotional strategies. As the head of the firm's file department, Savana ensures smooth operations in a fast-paced, paperless office environment by meticulously organizing and managing all digital and physical files. She is highly skilled in efficiently closing legal matters, managing mail distribution, and coordinating accurate document scanning. Drawing on her foundational experience as a receptionist, she brings exceptional interpersonal skills and organizational acumen to every project. Savana is also fluent in Spanish, allowing her to provide seamless communication and support across multiple departments.

In addition to her administrative responsibilities, Savana plays an integral role in elevating the firm's dynamic marketing and business development strategies. She assists in coordinating the firm's social media channels—coordinating content, designing high-impact graphics, and providing support in day-to-day management. Beyond social media, she assists in maintaining the firm's website, coordinates event planning and client outreach initiatives. Her creativity, strategic thinking, and sharp eye for graphic design ensure consistent branding and clear, engaging communication across all platforms.

Prior to joining Finch, Thornton & Baird, Savana gained valuable experience in personal injury law as an administrative assistant in the litigation department of her previous firm.

EDUCATION

- University of California, Santa Barbara- B.A. in Communications

PRACTICES SUPPORTED

- Construction Law
- Workplace Safety & Health
- Business & Commercial Litigation
- Business & Commercial Transactions
- Real Estate
- Liability Defense
- Wealth Preservation

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