

**VISIONARY**  
**MANDY HANCOCK**

- LMA
- Overall Vision and Strategy
- Big relationships (networking)
- Business Plan
- Defining and Creating Culture

**INTEGRATOR**  
**BRECKENRIDGE MORGAN**

- Financial Metrics and Management
- Onboarding and Training
- Marketing Management
- Sales Management
- Physical Plant management

# MARKETING

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(Hire in 12 months)

**MARKETING MANAGER**

**BRECKENRIDGE MORGAN**

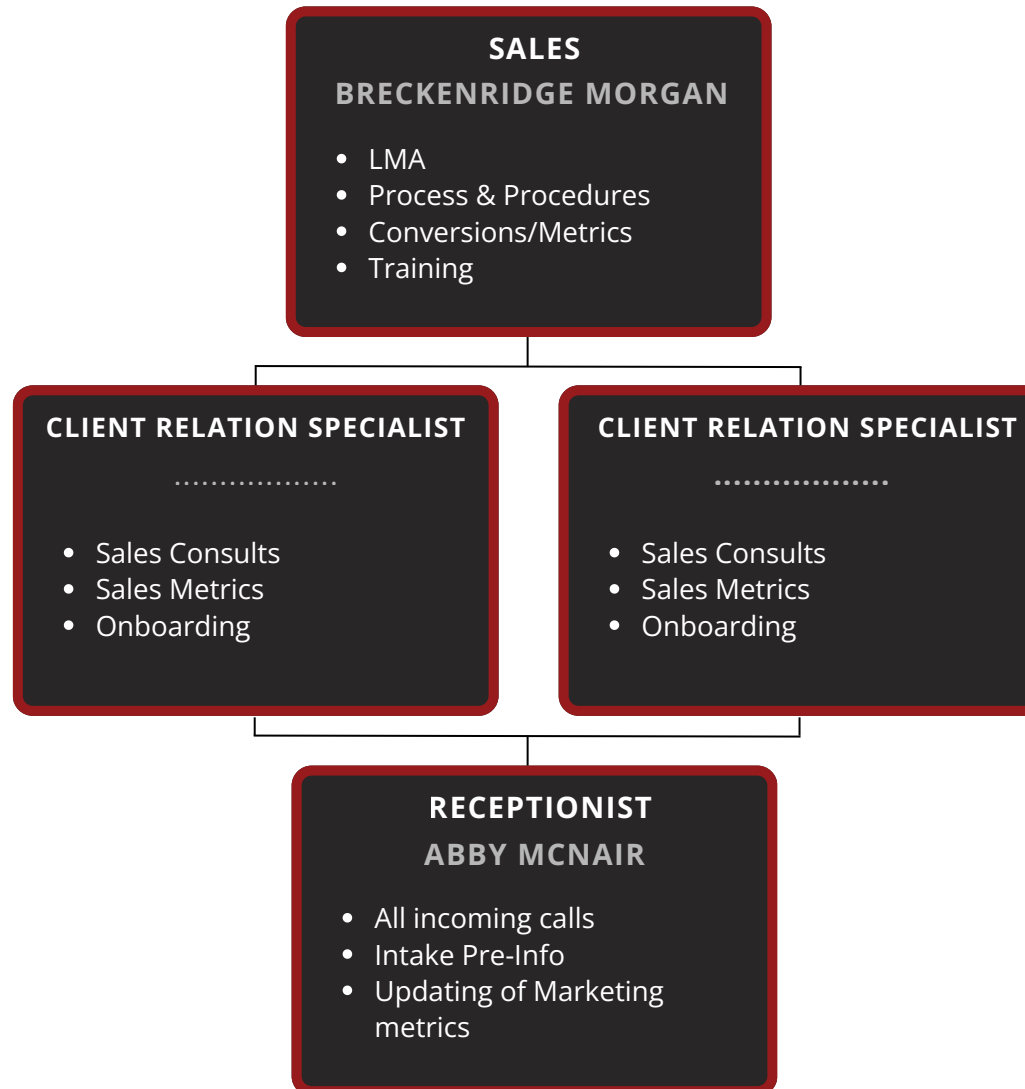
- Reporting/Metrics ROI
- Processes/procedures (outsourced)
- Digital - website
- Social Media
- LSA

**MARKETING INTERN**

(TO BE HIRED)

- Data Entry
- Social Media
- Promotions
- Community Involvement

## SALES



## OPERATIONS

**MANAGING ATTORNEY**  
**MANDY HANCOCK**

- LMA
- Processes and workflow
- Client Issues (management)
- Client Management
- Strategy Creation

(Consider promoting Melanie)

**ATTORNEY**  
**RACHEL BOEHM**

- LMA
- Consultations
- Case Flow Management
- Client Management
- Billing and A/R metrics

**ATTORNEY**  
**LAURA HASH**

- LMA
- Consultations
- Case Flow Management
- Client Management
- Billing and A/R metrics

**ATTORNEY**  
**MELANIE HOGG**

- LMA
- Consultations
- Case Flow Management
- Client Management
- Billing and A/R metrics

**ATTORNEY**  
**CLAY WHITE**

- LMA
- Consultations
- Case Flow Management
- Client Management
- Billing and A/R metrics

**ATTORNEY**  
**DOMINIC GARDUNO**

- LMA
- Consultations
- Case Flow Management
- Client Management
- Billing and A/R metrics

**PARALEGAL**  
**CASANDRA COOPER**

- Case Flow Management
- Client Management
- Document Management
- Billing Metrics

**PARALEGAL**  
**FAWN FOX**

- Case Flow Management
- Client Management
- Document Management
- Billing Metrics

**PARALEGAL**  
**KRISTI PICKETT**

- Case Flow Management
- Client Management
- Document Management
- Billing Metrics

**PARALEGAL**  
**ANSLEY CATE**

- Case Flow Management
- Client Management
- Document Management
- Billing Metrics

**CLIENT ADVOCATE**  
**MADYSON MCNAMARA**

- Client Satisfaction
- Closing Files
- Google Reviews
- Administrative Support

**RUNNER**

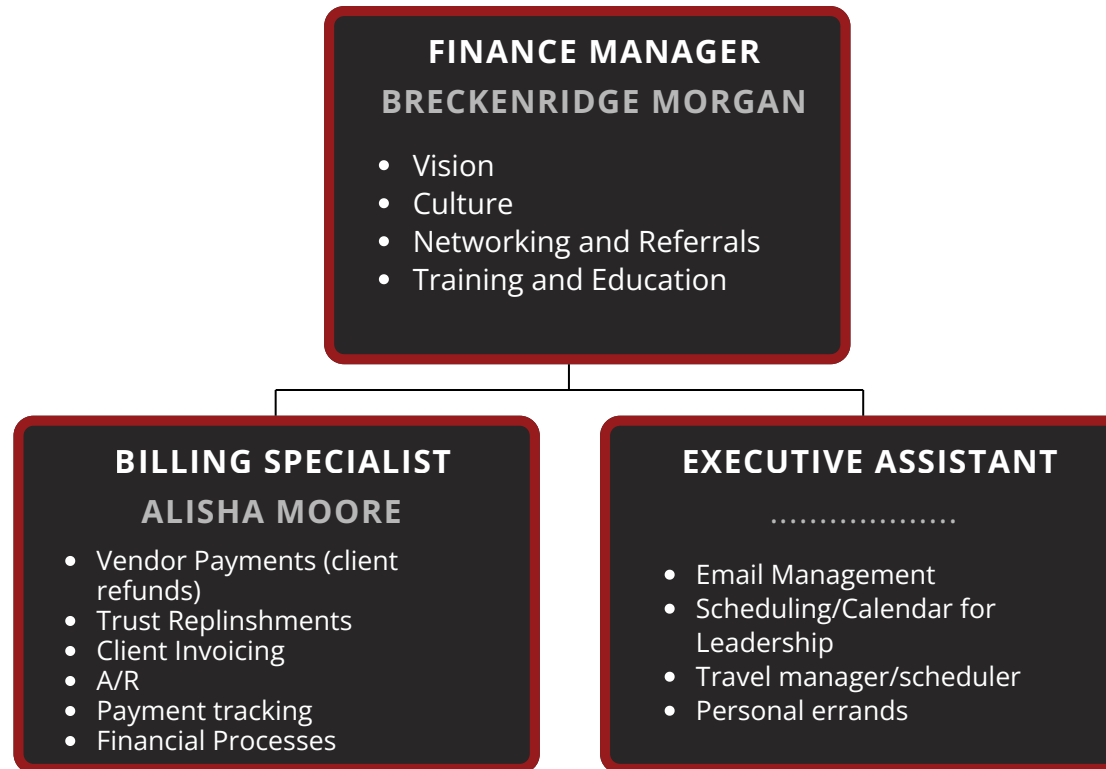
- Errands
- Filing
- Administrative Support

**EXECUTIVE ASSISTANT**

- Email Management
- Scheduling/Calendar for Leadership
- Travel manager/scheduler
- Personal errands

## FINANCE & ADMIN

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# OVERALL

