

# Stephanie M. Toledo

ADMINISTRATIVE ASSISTANT

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ATTORNEYS AT LAW

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Stephanie Toledo provides administrative support to all staff at Finch, Thornton & Baird, LLP. She oversees the firm's copy center which includes, managing our office and kitchen supply inventory, processing outgoing mail including, pleadings, correspondence, and bills, and coordinates with vendors to ship overnight packages to clients. Stephanie makes certain that our law library is up to date, cataloged, and organized. She handles all print and copy jobs for the firm including, assembling binders for trial, binding documents for court, creating courtesy copies for arbitration, and sees to it that all printers and copiers are filled and fully functioning. She is meticulous in ensuring her work is completed accurately and punctually, while always keeping calm under pressure. She approaches every challenge with determination, can-do spirit, and enthusiasm.

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## EDUCATION

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

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