



Wendy L. Caldwell, CPA/MBA

Executive Director

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Wendy L. Caldwell is the Executive Director at the Firm.

Education

MBA | Emphasis in Finance
Ken Blanchard College of Business
Grand Canyon University

B.S. | Accountancy
WP Carey School of Business
Arizona State University

Hugh Downs School of Human Communication
Arizona State University

Wendy has been with the Firm since 2008. She has substantial legal industry knowledge and is instrumental in identifying and planning for the changing needs of the Firm. Wendy specializes in process optimization and has extensive experience managing business operations such as finance, human resources, technology and marketing.

Summary of Responsibilities

As Executive Director, Wendy manages the business functions as well as the overall operations of the Firm. In addition to general responsibility for financial planning, quality controls, and personnel administration, she specializes in identifying and analyzing complex issues and implementing solutions that contribute significantly to cost-effective management throughout the Firm. As a member of the Firm's management team, Wendy shares responsibility with the Partners for strategic planning, risk management and Firm development.

Certifications

Certified Public Accountant | State of Arizona

Certification in Human Resources Management | UCLA

Yellow Belt Certification | Legal Lean Sigma Process Improvement

Professional Affiliations and Civic Involvement

ALA | Association of Legal Administrators

SHRM | Society for Human Resource Management

LAALRA | LA Legal Recruitment Association

CalChamber | HR California

Beverly Hills Chamber of Commerce

AICPA | American Institute of CPAs

LACMA | Avant-Garde

SHE-CAN | Mentor