



Jan Zoccoli

Chief Operations Officer

jzoccoli@be-law.com
Tel- (408) 291-6208
Fax- (408) 297-6000

SUMMARY

As Chief Operations Officer, Ms. Zoccoli oversees the firm's business, financial and administrative operations. One of her primary focuses is planning and implementing the firm's strategic growth strategy by improving profitability while delivering exceptional client service and value. Jan collaborates with the Firm equity partners to maintain an atmosphere and culture of civility, dignity, inclusion, confidence and respect in which all Firm personnel can engage and succeed.

Jan is responsible for the Firm's financial planning, including the Firm's retirement plans, and health and welfare benefits. She leads the Human Resource department and management of all support personnel. Jan is also the liaison with the Firm's insurance brokers, systems administration, information resources, and support vendors. During her tenure with Bergeson, LLP, Jan has led the firm through the expansion of two additional office locations (San Francisco and Beverly Hills). Ms. Zoccoli has been a member of the Bergeson team since 1999.

Ms. Zoccoli is a long-standing member of the Association of Legal Administrators (ALA), where she recently served on the board as the Law Association Outreach and Community Connection Chair. Jan served as President of the ALA and has held multiple committee positions with the association. Ms. Zoccoli has been a member of the National Notary Association since 2000. Further, Jan holds memberships in Next Concept HR Association, Society for Human Resource Management, and the National Association of Professional Business Women. She has received certification with SHRM-SCP and Virtual CA HR: Applying CA Law to Employment Practices. Jan was also awarded Boss of the Year by Santa Clara County Legal Professional Association in 2011.