



Areli Garza

Office Services Coordinator

agarza@be-law.com

Tel- (408) 291-2762 Fax- (408) 297-6000

SUMMARY

Areli is the Firm's Office Services Coordinator. She has been with the Firm since 2014 and has assisted the administration in multiple roles, including most recently as an Executive Assistant. Areli is responsible for the Firm's day-to-day office operations, including facilities management, liaison with the Firm's insurance brokers, information resources, support vendors, and maintains the Firm's subscriptions. She organizes and maintains the Firm's electronic and paper records as well as offsite storage. Areli also organizes special events and coordinates with the Managing Partner and Director of People and Communications on additional projects to improve the operations of the Firm.

Areli is also an integral member of the paraprofessional team and assists the attorneys and paralegal in both State and Federal Courts by managing document productions, document control, deposition preparation, conducting legal research and trial preparation. She is a member of the Paralegal Association of Santa Clara County (P.A.S.C.C.O).