



Alicia Jaime

Legal Secretary/HQ Operations

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Alicia Jaime is a highly committed operations administrator with over ten years in administrative roles, and eight years supporting leadership in fast-paced, client-focused firms.

With a strong combination of problem-solving and customer service, Ms. Jaime ensures that the needs of both the clients and the firm's executives are met.

Ms. Jaime brings years of administrative experience, operational efficiency and client service to Jacko Law Group, with emphasis in workflow optimization, project management, scheduling, and administration. In addition, she is bilingual in English and Spanish furthering her exceptional customer service.

A San Diego native, Ms. Jaime's prior experience includes working as an Executive Administrative Assistant for a prestigious CPA firm, where her responsibilities included managing calendars, preparing and managing client files and internal documents, and handling client communications with professionalism and discretion.

Previously, Ms. Jaime was an Executive Administrative Assistant for a creative interior design company where she coordinated and managed meetings, managed client files, and provided project management and support.

Ms. Jaime's versatility, commitment to excellent client service and administrative prowess are valued assets to the Jacko Law Group team and our clients.