

Melissa Jayne Calandro
Director of Legal Support Services

Atlanta

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OVERVIEW

As the firm's director of legal support services, Melissa collaborates with practice management and office administrators to ensure the attorneys have quality support for their nonbillable administrative needs. She is responsible for providing legal administrative staff with the tools, resources, and training to promote their professional growth. With more than two decades of business operations experience and a passion for solving complex problems, she focuses on process improvements and leading meaningful change.

Before serving as the director of legal support services, Melissa was the office administrator in the firm's Atlanta office for several years. Her prior experience includes more than 20 years in various operations roles in the financial services and nonprofit industries.

PROFESSIONAL/COMMUNITY INVOLVEMENT

- Association of Legal Administrators (ALA)

EDUCATION AND CERTIFICATIONS

EDUCATION

- Georgia State University J. Mack Robinson College of Business, M.B.A., 2008
- Agnes Scott College, B.A., 1987, economics