

# Clare Jordan

PROJECT ASSISTANT

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OFFICE Los Angeles

Clare handles a wide range of projects in the firm's legal and marketing operations.

She has contributed to many of the firm's high-profile cases, both civil and criminal, performing research and document review, managing projects, and coordinating trial preparation. Clare assists in all aspects of the discovery process and specializes in detailed data analysis. She also serves as the firm's liaison with e-Discovery vendors and provides social media and design support to the marketing department.

Originally from Los Angeles, Clare earned her Bachelor of Science in Business Administration with a minor in Communication Design from the University of Southern California. In her free time, Clare enjoys painting, going to concerts, baking, and spending time with friends and family.



## EDUCATION

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- University of Southern California, B.S.