



## **DOLORES MARTINEZ**

MANAGER OF HUMAN RESOURCES AND OPERATIONS

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### **OVERVIEW**

With over 25 years of legal management roles at boutique firms, Dolores oversees the firm's human resources initiatives which include employment law compliance, formulating and recommending HR policies and procedures, overseeing employee benefits programs, and managing payroll. She also supervises the firm's day-to-day facilities operations, works with property management on office space and parking issues, and tracks the firm's fixed assets.

Throughout her career in the legal industry, Dolores has managed daily operations for various firms including Mount, Spelman & Fingerman. For 24 years, she supervised the daily operations of the 15-attorney law firm.

### **COMMUNITY ACTIVITIES**

Dolores regularly volunteers at Bellarmine College Preparatory in San Jose. In 2012, she was President of the Alumni Moms Association which provides various services to the community, such as Harvest Food Bank. Dolores also chaired the Fashion Show for Financial Aid in 2008 and helped raise scholarship funds for students in need.