



Jessica L. Mazzeo

215.732.3922
jmaeze@griesinglaw.com
1717 Arch Street, Suite 3630
Philadelphia, PA 19103

Jessica L. Mazzeo is a co-founder of Griesing Law, LLC and is the Firm's Chief Operating Officer. She provides a critical leadership role in all aspects of the Firm, acting as a dedicated advocate for both staff and clients.

Biography

Jessica began her legal career before graduating high school where she previously held such roles as receptionist, secretary and paralegal at local area firms, including firms listed on the AmLaw 100 and 200.

Since the Firm's inception, Jessica has been a driving force in making it a one of a kind law firm, locally and nationally, that focuses on a collaborative team approach and discourages internal competition that interferes with client service. Her marketing and business development efforts have helped the firm grow its initial client base of only a small handful of clients to now having over 400 clients handling over 800 matters for clients which include Fortune 500 companies, small and privately held business, non-profits and entrepreneurs. Jessica has been relentless in her pursuit of building business for the Firm and has a proven track record of effectively assisting Firm attorneys in converting prospective clients into actual clients and Jessica herself has been able to attract clients to the Firm. Jessica is an alumni of the Goldman Sachs 10,000 Small Businesses Program, an intensive twelve week mini-MBA program designed to help entrepreneurs create jobs and economic opportunity by providing greater access to education, capital and business support services.

Jessica is the Vice President of Communications of the Board of Directors of the Philadelphia Chapter of the Association of Legal Administrators. She also is on the Technology Subcommittee and previously served as the Association's Secretary and on its 40th Anniversary Committee. In addition, Jessica serves as a committee volunteer for the Women's Business Enterprise Council of PA, sNJ and DE and devotes several hours a month to various needs of the organization. In September 2016 the organization awarded Jessica for her efforts by making her a recipient of its Shining Star Award.

Since 2010 when the Firm became a member of the organization, Jessica became actively involved in supporting the National Association of Minority and Women Owned Law Firms ("NAMWOLF"), which is a non-profit trade organization dedicated to promoting diversity and fostering relationships between Fortune 500 companies and outside legal counsel. Jessica has travelled around the country serving as a staff volunteer for NAMWOLF since 2011 and also served as Co-Chair of its Marketing Initiative from 2011-2013. Jessica has served as a representative of the NAMWOLF team at the Women Business Enterprise National Council's National Conference and Business Fair in Orlando, Philadelphia and Austin, to help support NAMWOLF in promoting the organization and its mission to the thousands of attendees.

Jessica played a significant role in the Firm receiving NAMWOLF's 2013 Law Firm MVP Award which was selected by in-house attorneys from Fortune 500 corporations as to acknowledge the law firm that has done the most to advance the organization's mission. Jessica has travelled around the country serving as a staff volunteer for NAMWOLF since 2012 and also served as Co-Chair of its Marketing Initiative from 2011-2013. Jessica has served as a representative of the NAMWOLF team at the Women Business Enterprise National Council's National Conference and Business Fair in Orlando, Philadelphia and Austin, to help support NAMWOLF in promoting the organization and its mission to the thousands of attendees.

Education

- Temple University Fox School of Business, B.B.A., Marketing
- Delaware County Community College, A.A.S., Business Management

Awards

- Shining Star Award, Women Business Enterprise Council of PA-DE-sNJ, 2016
- SmartCEO Brava! Executive Awards, 2015
 - Recognized as one of 10 local women executives that is an exemplary leader within their organizations and their communities
- Paradigm Scholarship, Greater Philadelphia Chamber of Commerce, 2012

Community Involvement

- Goldman Sachs 10,000 Small Businesses Program
 - Graduate, Philadelphia Cohort 11, 2016
- Association of Legal Administrators
 - National Conference Session Manager, 2016-2017
 - Vice President of Communications, Board of Directors, Philadelphia Chapter, 2016-2017
 - Secretary, Board of Directors, Philadelphia Chapter, 2015-2016
 - Technology Subcommittee, Philadelphia Chapter, 2015
 - 40th Anniversary Celebration Committee, Philadelphia Chapter, 2015
- Women's Business Enterprise Council, PA sNJ DE
 - Volunteer, 2014-2017
- National Association of Minority and Women Owned Law Firms
 - Staff Volunteer, 2012-2017
 - Annual Meeting Host Committee, 2014
 - Co-Chair, Marketing Initiative, 2011-2013
 - Annual Meeting Entertainment Subcommittee, 2012
- Philadelphia Community College Paralegal Program
 - Mentor, 2011

Training and Publications

- *"Why the Annual Performance Evaluation is Disappearing"* – Co-Author, The Legal Intelligencer, May 2017
- *"What Firms Must Consider for 2017 Compliance"* – Author, The Legal Intelligencer, February 2017
- *"Why Your Law Firm Should Consider Lean Six Sigma"* – Author, The Legal Intelligencer, November 2016
- *"Building a Workplace Today for Workers of Tomorrow"* – Co-Author, The Legal Intelligencer, August 2016
- *"The Value of Executive Personnel Involvement in Professional Associations"* – Author, The Legal Intelligencer, May 2016
- *"A Dozen Great Reasons: The Challenges and Triumphs of Starting Your Own Firm"* – Co-Author, American Bar Association Law Practice Management, March 2016

- *"Client Leverage & Law Firm Management"* – Guest Lecturer, University of Pennsylvania Law School – Philadelphia, February 2016
- *"Firms Need Policies on Distracted Driving for Multiple Reasons"* – Author, The Legal Intelligencer, February 2016
- *"Join the Pack: An In-Depth Look at NAMWOLF"* – Co-Author, American Bar Association Section of Litigation, Winter 2016, January 2016
- *"How Small Firms Can Sustain Growth and Maintain Firm Culture"* – Author, The Legal Intelligencer, July 2015
- *"Why Your Small Firm Needs a Media Relations Professional"* – Author, The Legal Intelligencer, January 2015
- *"Navigating the Procurement Process and Competing with the Big Fish"* – Author, The Legal Intelligencer, July 2014
- *"Start Your New Year Right: Resolutions for Small Firms to Manage Smarter in 2014"* – Co-Author, The Legal Intelligencer, January 2014
- *"Training Your Attorneys to Market: Where Do You Begin"* – Co-Presenter, National Association of Minority and Women Owned Law Firms Business Meeting – San Diego, February 2013
- *"Who Wants to Be a Marketing Expert? How To Take Your Electronic Marketing To The Next Level in Today's Social World"* – Co-Presenter, National Association of Minority and Women Owned Law Firms Annual Meeting – Atlanta, October 2012
- *"Top 10 Marketing Issues Facing NAMWOLF Firms"* – Co-Presenter, National Association of Minority and Women Owned Law Firms Business Meeting – New Orleans, February 2012