

## Tina Carey, SHRM-CP

### Director of Administration

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**in** LinkedIn



Tina plays a key role in the firm by overseeing legal operations, financial, marketing, administration, and IT functions. With extensive experience in managing business processes, she enhances efficiency, streamlines workflows, and supports attorneys in delivering exceptional client service. Tina's expertise spans talent development, budgeting, vendor management, and business development initiatives, ensuring the firm remains competitive and well-positioned. By fostering collaboration across departments and implementing best practices, she contributes to a dynamic and well-run firm that prioritizes both excellence and innovation.

#### CERTIFICATION

Society for Human Resource Management, Certified Professional, 2025-present



#### EDUCATION

Portland State University, Certificate in Human Resources Management, 2015

Portland Community College, Certificate in Management & Supervisory Development, 2007

Spokane Falls Community College, 1991-1993

## PROFESSIONAL EXPERIENCE

### **Stoll Berne**

Director of Administration, 2022-present  
Marketing & Public Relations Manager, 2017-2022

### **Harrang Long Gary Rudnick P.C.**

Human Resources & Marketing Manager, 2014-2017

### **Tonkon Torp LLP**

Marketing Coordinator, 2011-2014

### **Ball Janik LLP**

Marketing Coordinator, 2003-2011

### **Smith McDonald & Vaught LLC**

Legal Assistant, 2001-2003

### **The Spokesman-Review**

Editorial Assistant/Correspondent, 1996-2000

## PROFESSIONAL ACTIVITIES

### **Association of Legal Administrators**

Member

### **Legal Marketing Association**

Member – National & Northwest Chapter  
Former Member – Professional Advocacy Working Group

### **Legal Sales & Service Organization**

Member

### **Public Relations Society of America**

Member

### **Society of Human Resource Management**

Member, SHRM-CP Certified

### **Portland Human Resources Management Association**

Past Member

## COMMUNITY ACTIVITIES

### **Dream Factory of Oregon**

Secretary, Board of Directors, 2020-2021; 2014  
Member, Board of Directors, 2019 – 2021; 2014

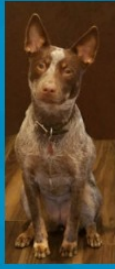
## SPEAKING ENGAGEMENTS

In-House Zoom Best Practices Presentation, Stoll Berne, March 2021

In-House LinkedIn Presentation, Stoll Berne, May 2017

## ARTICLES

["Leading During Times of Change,"](#) December 18, 2020, Attorney at Law Magazine



Outside the office, Tina and her husband Shawn are avid backpackers and enjoy taking their motorcycle out for weekend adventures. Their Australian Cattle Dog (or Red Heeler) Lexi certainly keeps them active and busy!