



TRADITIONAL CONSULTING • INNOVATIVE RECRUITMENT

SETH TUMAN
Consulting CAO

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(925) 482-8664

EXECUTIVE SUMMARY

Consulting CAO who brings more than 20 years experience managing resources, budgets and financials, and growth for law firms. He has worked with sole proprietors, limited liability companies, professional corporations, and government agencies to assess and manage personnel, develop and implement efficiencies, strategize business development and scale, and maximize profits. His education, experience, and entrepreneurial spirit facilitate analysis of each unique environment to help businesses succeed.

EXPERIENCE

PARTNER, CONSULTING CAO

2021 to Present

www.2goadvisorygroup.com

COOs2GO

Specialty consulting and recruiting firm that customizes financial management solutions by utilizing part- and full-time staff through contract employment or direct hire.

- Co-leads the Professional Services and pre-IPO practice.

CONSULTING COO

2020

Durie Tangri LLP

CHIEF OPERATING OFFICER

2017 to 2020

San Francisco, CA

Durie Tangri LLP

- Member of the Finance, Management, Hiring, IT and Real Estate Committees. Work and collaborate with the Risk Management, Pro Bono, Intake, and Summer Associate Committees.
- Responsible for the day to day business operations including finance, accounting, human resources, IT, marketing, recruiting, and real estate. Responsible for developing, communicating and implementing policies and procedures for all departments. Responsible for software and system migrations.

CHIEF OPERATING OFFICER

2000 to 2001

Los Altos, CA

Thoits Law

- Financial Management: Profitability analysis, realization rates, forecasting, budgeting, financial reporting, accounting, billing, cash flow, banking, investment, tax, trust accounting, payroll, pension planning.
- Human Resource Management: Recruiting, training and development, performance evaluations, salary administration, employee relations, discharging, benefits administration, workers' compensation, and resource allocation.

DIRECTOR OF OPERATIONS

2007 to 2014

San Francisco, CA

Sher Leff, LLP

- Financial Management: Budgeting and forecasting, quarterly and annual analysis of litigation expenses, including vendors, experts, and remote office costs.
- Office Operations: Daily administration and supervision of office procedures, including IT support, billing, employee procedures, and facilities. Creation of paralegal, secretarial, and support staff procedures and associated manuals.

SENIOR PARALEGAL

2003 to 2007

San Francisco, CA

Sher & Leff, LLP

- Litigation System Design and Implementation: Creation and execution of system - wide office programs for startup law firm.
- Hiring and Training of Legal Secretaries, Clerks, Paralegals, Environmental Scientists: Analyzed staffing requirements and supervised employees.

PARALEGAL

1997 to 2003

Santa Barbara, CA

Cappello & McCann, LLP

- Hired, trained and managed staff of 25 employees for three year discovery review in an environmental contamination case in San Fernando Valley against Boeing North America Inc.
- Monitored weekly employee hours, document review rates and project completion deadlines.
- Researched and drafted legal documents and motions.
- Analyzed, organized and controlled litigation documents.



MEMBERSHIPS

Association of Legal Administrators

Pilot Legis (Malpractice Insurance)

SOFTWARE KNOWLEDGE

- Rippe & Kingston, ITimekeep, Aderant (Financial & Accounting), Paychex
- CRM (Salesforce and Zoho), Trial Director, Dropbox, Windows, Office (Word, Excel, Access, PowerPoint)
- Worldox, Imanage, Worksite, Summation, Relativity, Lexis - Nexis, Westlaw, Carpe Diem, Timeslips, Syngence, Vision Docket, Sanctions II
- Quickbooks, Livenote

EDUCATION

- MBA, Pepperdine's Graziadio School of Business
- JD, Santa Barbara College of Law
- BA, San Diego State University

Concentrations: Political Science, Business Administration, Minor in Psychology Marketing