



## memberprofile

**JIMMY ANTONOPOULOS**  
Office Administrator  
Gordon & Rees, LLP  
Chicago, Illinois

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## QUICK FACTS

**Born and raised in Chicago.** Married for two years and currently living in the Chicago suburbs. **Received bachelor’s degree in 2003 from Northeastern Illinois University.** First year as a member of ALA. **Has five years of experience in the legal world.**

## GETTING TO KNOW JIMMY

### **I think the efforts of legal secretaries and paralegals deserve more credit.**

I feel as if they serve an integral part of making a firm run smoothly. These unsung heroes in a billable world are the ones that help keep attorneys on track – which allows them to keep clients happy.

**When I think of ALA,** I think of an organization that can be a great source of insight in helping me to reach my highest potential as a legal administrator and beyond. I am a newbie to ALA but look forward to the years of knowledge and resources available.

**I like to spend my days off with my wife, friends and family** by going out for a movie, out for dinner or drinks or just a casual evening at home.

**When hiring employees,** I look for people who can work well with others primarily and fit into our firm dynamic - people who can help make the firm more efficient.

**After much consideration, I decided to not attend law school** after realizing I have a passion for business – from the financial side to the day-in and day-out operations of running a company.

**I get up in the morning because I look forward** to a new day to better myself and be around the people I care about. And when I need to clear my head, I like taking a walk.

**I accomplish my tasks by checking in with everyone** at work each day. I take full advantage of all technology and personnel available to me. I also strive to be efficient with each task at hand so there will be no errors or setbacks. But most importantly, I am able to maintain a healthy work-life balance.

**I try to treat people the way I would like to be treated.** I motivate my staff by forming a connection with each one of them and by being open to their ideas and concerns. I make sure that they know I am there for them regarding anything. ♦

**In every issue of ALA News, we want to get to know a member! If you know someone who should be interviewed for this section, send an email to Amy Dvorak at [advorak@alanet.org](mailto:advorak@alanet.org).**